

ST.THOMAS SYRO MALABAR CATHOLIC CHURCH

FACILITY USE, POLICIES & PROCEDURES

January 1, 2016

I. GENERAL GUIDELINES

A. PURPOSE

The ST. Thomas Syro Malabar Catholic Church, also known as STSMCC, facility will be made available for parish, parishioner, and non-parishioner activities that are consistent with the mission and values of ST. Thomas Syro Malabar Catholic Church as listed below:

“Being centered in Christ, nurtured by the Eucharist, our covenant is to extend Christ’s peace and compassion to all. The mission of STSMCC Parish is to be a loving, joy-filled Catholic community of faith, dedicated to the growth of God’s Kingdom and the living of the Gospel. We are committed to spiritual development through prayer, education, worship and service. We invite people from diverse walks of life to join our fellowship and enrich our relationship with our savior, Jesus Christ.”

B. QUALIFICATION FOR USE OF THE FACILITIES

1. Priority for the use of the facilities shall be given to parishioners* and organized groups that are a part of the ministry, organization, or sponsored activities of STSMCC as follows:

- a. Parish-sponsored committees, council, groups and programs
- b. Appropriate religious functions for parishioners
- c. Functions of other charitable organizations sponsored by parishioners
- d. Non-parish groups/organizations where a parishioner is a member and as approved by the Facilities Coordinator. (The parishioner member must sign or cosign the Building Usage Reservation and Agreement Form)

(*Parishioners are officially registered and participating members of the parish for a period of one year.)

2. The facilities and equipment of STSMCC will be made available only to non-parishioner groups that meet the following qualifications:

- a. Groups whose general objectives are in harmony with the principles and objectives of STSMCC.
- b. Groups that are willing and able to take responsibility for their activities and for the facilities and equipment which they wish to use and are willing to abide by the rules of conduct, stated herein.
- c. Groups that are known to STSMCC. Any group not known shall be asked to present a written statement of purpose, the reason for meeting, and name of its officers or leaders.

3. STSMCC reserves the right to cancel any use agreement at any time if group is not in compliance with STSMCC’s mission and *Facilities Use, Policies & Procedures Guidelines*.

C. OPERATIONS

1. Building Access

Keys may be provided to the leaders of the various parish committees on a permanent basis. Others will be required to pick up a key during office hours or make arrangements for having someone meet to unlock the building. Arrangements will be made for key return through the Facilities Coordinator. Only parish office staff will be furnished with keys to the separate Office and Administration area.

2. Building Hours

Facilities are available between 8:30 a.m. – 11:00 p.m. Any use outside these hours must be approved by the Pastor or Facilities Coordinator.

3. Scheduling of Meetings or Events

Meeting or event scheduling will be handled through the parish office by the Facilities Coordinator. Office hours are 9:00 a.m. – 4:30 p.m. Monday through Friday. Scheduling requests should be made on a *Building Usage Reservation and Agreement Form*. All non-parish sponsored groups must provide a copy of a Certificate of Insurance. (See #5 below.)

4. Reservation Form

When a reservation request is made, a copy of the *Facilities Use Guidelines* and *Building Usage Reservation and Agreement Form* shall be given or sent by STSMCC to the requesting group. The event will be put on the church calendar once the Facilities Coordinator approves the request, and the security deposit, *Building Usage Reservation and Agreement Form*, and Certificate of Insurance (for all non-parish sponsored groups) are completed, signed and returned to STSMCC

5. Insurance

There are risks connected with activities. STSMCC is not responsible for injury to someone participating. This includes suits and demands whatsoever in law or in equity. STSMCC is required to have \$1,000,000 liability insurance coverage for all non-parish sponsored events held on our premises. At least two months prior to an event, contact the STSMCC office to arrange coverage. We will process the necessary paperwork and forward it to the insurer with your check (amount depends on the nature and extend of coverage) to obtain the proper coverage. A Facility Usage and Indemnity Agreement must also be signed when non-parish sponsored or affiliated groups use parish facilities.

D. FACILITY USAGE FEES

There will be no charge for use of the Worship Area for parishioners' religious services (weddings, funerals, etc.), and no building use fee will be charged to parish-sponsored groups or other approved groups. There is a standard, refundable security deposit fee of \$250. This security deposit will be refunded in entirety, unless there is damage to the facility or area is not left clean. Church won't be responsible for the fees of any special technical or professional assistance requested and paid for the non-parish sponsored events.

E. CANCELLATION

An event reserved may be cancelled with a written notice to the Facilities Coordinator. Such cancellation notice must be received by the Facilities Coordinator at least thirty (30) calendar days prior to the scheduled event. If the written notice is not received prior to thirty calendar days of the scheduled event, the security deposit may be forfeited to cover any expenses incurred by the church for preparing the building for the scheduled event. Church reserves the right to cancel any reserved event due to circumstances beyond Church's control (building problems, inclement weather etc.) In such cancellation, the maximum liability of the church is limited to the security deposit fee received by the Church. Every effort will be made to reschedule the event to another mutually convenient date, but not guaranteed.

F. INTERIOR USE GUIDELINES

NOTE: Non-parish groups planning to use the facilities must meet with the Facilities Coordinator to finalize plans for set up and use of equipment BEFORE final permission will be granted.

- 1. Groups are restricted to only those areas of the building and grounds it has reserved. Children must be under adult supervision at all times! They are not allowed to run through the building or enter areas not reserved for their event.**
- 2. There shall be no illegal drugs allowed in the buildings or on the grounds.**
- 3. There shall be no alcoholic beverages allowed in the buildings or on the grounds unless PRIOR arrangements have been made and approval has been obtained through Facilities Coordinator. Additional insurance through Church may be required to serve alcoholic beverages, if approved.**
- 4. Smoking is prohibited in all inside facilities.**
- 5. Food and beverages will not be allowed anywhere other than the Kitchens and Gather Area. Table cleanup, sweeping, mopping, putting trash in the dumpster, etc. are the responsibility of any group serving food and beverages.**
- 6. Any group using a room must return table and chairs and all fixtures to their original position after use.**
- 7. Church equipment, tables, and chairs, etc. are available only on request. Classrooms, audio visual room and kitchens will remain locked unless use is specifically requested.**
- 8. Restrooms must be kept clean.**
- 9. The Kitchen near the Gather Area is designed mainly for warming purposes. Major food preparation should be done off premises. Refrigerator, stove, and sink must be left clean.**
- 10. There shall be no furnishings of any kind removed from the building without permission.**

11. Do not use nails, screws, tape, or permanent hardware on any building walls. When hanging posters, signs, decorations etc. from walls or windows, only use Removable Poster Tape.

12. All cleaning supplies must be returned to their original places, and all mops must be thoroughly rinsed and stored properly.

13. All lights must be turned off and all doors locked securely upon departure. Please make sure no one else is in the building before leaving.

G. EQUIPMENT, FURNISHINGS, AND SUPPLIES

1. Church owned equipment (tables, table coverings, chairs, audio visuals, kitchen equipment which includes utensils, pots, plates, punch bowls, coffee pots, etc.) shall not be taken from the church for any personal use.

2. Due to difficulties in moving equipment, groups are restricted to using the equipment (tables, chairs, etc.) in the same area they are placed. A list of equipment and room capacities is available from Facilities Coordinator. In some instances special arrangements can be made to move equipment.

3. In the event of damaged or broken furniture or equipment, replacement in kind will be required by the group using the facility.

NOTE: Non-parish groups planning to use the facilities must meet with the Facilities Coordinator to finalize plans for set up and use of equipment BEFORE final permission will be granted.

H. EXTERIOR USE GUIDELINES

1. Cars or trucks are restricted to only the asphalt paved areas in the parking lot. All vehicles must park in the marked areas in the parking lot. Driveways and entrance to building should not be blocked as they are to be used by emergency vehicles, in case of an emergency.

2. Prior approval must be arranged if events are to be scheduled during liturgies.

3. The drilling of holes in the parking area pavement (for tents), or any other alteration of the exterior grounds or facilities is permitted only by permission. Any approved changes must be returned to original condition following usage.

4. Trash should be disposed of in the dumpster

I. SET-UP

1. Groups using the facility shall set up for their event unless prior arrangements have been made.

2. Furnishings and equipment shall not be moved from one reserved space to another without prior approval. If approved, all should be returned to its proper place.

3. Posters, signs, decorations, etc. shall not be attached to walls or ceilings without prior approval.

J. CLEAN-UP

- 1. All groups using the facility shall be responsible for cleaning up the space.**
- 2. All furnishings and equipment shall be arranged or returned to their original positions.**
- 3. The space shall be left clean and all trash or garbage shall be disposed of in the dumpster.**

K. GENERAL CONDITIONS

- 1. Each group and its sponsor are to ensure that proper behavior and conduct are maintained during the use of our facilities.**
 - a. A competent leader 21 years of age or over must be present during all hours of negotiated use.**
 - b. All youth groups shall require adequate adult supervision.**
 - c. Smoking, use of smokeless tobacco, drugs, violent behavior, abusive language, and other forms of detrimental conduct are prohibited.**
 - d. Any person(s) of a group who persist(s) in an activity that is not permitted will be asked to leave the facility.**
- 2. STSMCC reserves the right to have a representative present at any meeting/function held at STSMCC**
- 3. STSMCC will not be responsible for the loss or theft of any personal property. Personal items are the sole responsibility of the owner.**
- 4. All groups/organizations agree to pay for any and all damages to premises.**
- 5. Use of the STSMCC facility does not imply endorsement or sponsorship of the event in anyway by STSMCC.**
- 6. STSMCC does not allow usage of our facility to any for-profit group intending to make money during an event at our facility.**

ST.THOMAS SYROM MALABAR CATHOLIC CHURCH

KITCHEN USE GUIDELINES

- ☐ ALL ITEMS IN REFRIGERATORS AND PANTRIES ARE PROPERTY OF STSMCC AND ARE NOT FOR GENERAL USE**
- ☐ PROVIDE ALL PAPER PRODUCTS**
- ☐ DISPOSE OF ALL LEFTOVERS. DO NOT LEAVE ANY ITEMS YOU'VE BROUGHT IN THE REFRIGERATOR**
- ☐ ANY EQUIPMENT OR APPLIANCES USED MUST BE RETURNED TO PROPER PLACE**
- ☐ WASH ALL DISHES, UTENSILS, AND CONTAINERS AND RETURN TO STORAGE AREA(S)**
- ☐ TURN OFF STOVE AND ALL OTHER APPLIANCES**
- ☐ CLEAN TRAYS IN WARMING OVENS IF SOILED**
- ☐ WIPE OFF COUNTERS, RANGE TOPS, MICROWAVES**
- ☐ CLEAN SINKS OF ALL DEBRIS**
- ☐ SWEEP AND MOP FLOOR IF NECESSARY**
- ☐ RECYCLING IS ENCOURAGED -- PLEASE REMOVE ALL RECYCLABLES AND PLACE IN SEPARATE BAG/CONTAINER DESIGNATED FOR THE PURPOSE**
- ☐ REMOVE ALL TRASH TO DUMPSTER IN PARKING LOT**
- ☐ TURN OFF LIGHTS WHEN YOU LEAVE**

PLEASE DIRECT ALL QUESTIONS TO FACILITIES COORDINATOR

St.Thomas Syro Malabar Catholic Church
Santhome Auditorium Rental Use Inspection Checklist

The following is a checklist to be used following any event in the Samthome auditorium, 17235 Mt Vernon St, Southfield, MI 48075. The facility is to be left as it was prior to rental. Failure to clean and secure the building will result in a Loss / Reduction of the amount of deposit as indicated below.

STSMCC reserves the right to charge over and beyond fines listed here if / when applicable.

Vacuums and cleaning supplies are located in the utility room.

As a Renter, I will NOT:

- Tape, Nail, Pin or Attach anything to interior ceilings / walls of Santhome Auditorium
- Tie, Tape or Attach anything to the Fire Suppression System or Lighting fixtures
- Drag or Pull garbage bags / cans across flooring when removing trash from Santhome Auditorium
- Use candles, fog or smoke machine inside of Santhome Auditorium at any time

General Cleaning

\$25 FINE for EACH

- Kitchen cleaned (sink, counters & appliances)
- ALL trash removed, taken with you or placed INSIDE of dumpster in parking lot
- ALL leftover Food / Ice removed from premises
- Refrigerator / Freezer/ Warmer completely emptied and cleaned out, this includes ice
- Projector/ Sound system turned off
- All lights (except those on timer or locked) turned off
- Floors swept and mopped
- Bathrooms cleaned and floors mopped, toilets flushed, garbage emptied
- ALL Furniture arranged as original configuration

Safety Issues

\$50 FINE for EACH

- All exterior doors locked
- Windows shut and locked
- Tables and chairs put back on wheeled Racks

Absolute No No's

\$100 and UP for EACH

- Tape, tacks, pins, nails in walls or evidence thereof
- Attaching anything to Fire Suppression system on ceiling or light fixtures
- Removal of pictures / wall hangings from walls
- Key and completed checklist not returned
- Burning of prohibited candles, incense or essential oils
- Use of fog or smoke machine which will set off fire alarm or evidence thereof
- Damage to, or missing furniture item(s) \$250 and UP
- Damage to, or missing electronic item(s) \$250 and UP
- Damage / Rip / Tears to floorings \$250 and UP
- Damage to, or missing stage curtain(s) \$250 and UP

Renter's Name: _____ Signature: _____

OFFICE USE

Renter's Name: _____ Date: _____

Address: _____

Inspected by STSMCC Facilities Scheduling Coordinator _____

ST. THOMAS SYRO MALABAR CATHOLIC CHURCH
BUILDING USAGE RESERVATION AND AGREEMENT FORM

Key# Issued _____

Date of Event _____ Size of Group _____

Space Requested _____ Parish Sponsored ___ Non-parish Sponsored ___

Group/Organization _____ Purpose _____

Contact Person _____ Tel. _____

Address _____ City/ST. _____ Zip _____

“Point Person” for Clean Up _____ Telephone _____

Hours Requested From _____ To _____ Set-Up Date/Time _____

Equipment Requested* _____

VCR/TV _____ Overhead Projector _____ Screen _____

Tables (Round) _____ # Tables (Long) _____ # of Chairs _____

Sound System _____ Microphone _____

Other: _____

***Note: Any equipment or items brought in will need prior approval by Facilities Coordinator.**

Please initial checked items and return to Facility Scheduling Coordinator at STSMCC

_____ I have read and fully understand the Facilities Use Policies for STSMCC and agree to abide by these policies. All the information provided by me is true.

_____ Facility Use and Indemnity Agreement (To Be Signed & Returned)

_____ Certificate of Insurance - Either thru STSMCC. ___ Or: Own insurance _____

_____ \$250 Refundable Security Deposit

_____ Payment of: _____ (Received check # _____)

Event Organizer Signature _____ Date _____

Facilities Scheduling Coordinator _____ Date _____