



# Delaware – St Mary Parish

## Facilities Usage Policies

### **Purpose**

The facilities of Delaware – St Mary Parish will be made available for parish, parishioner, and approved non-parishioner activities that are consistent with the mission of the Catholic Church and the goals and objectives of the parish.

### **Statement of Policy**

Delaware – St Mary Parish has been blessed with wonderful facilities to carry out the mission of the Church. Therefore, proper oversight must be given to ensure that:

- Adequate facilities exist to effectively carry out the mission objectives and goals.
- Users exercise proper care and safety.
- Facilities are properly protected against loss or misuse.
- Wise stewardship is being expressed through energy conservation, cost reductions, and safety measures.
- The life of the facilities is extended through proper maintenance programs.

### **Qualification for use of the Facilities**

Priority for the use of the facilities shall be given to organized groups that are a part of the ministry, organization, or sponsored activities of Delaware – St Mary Parish as follows:

- Weekend and Daily Masses
- Funerals
- Sacramental Preparation
- Other Liturgical Matters
- Parish School and Parish School of Religion
- Parish-wide Events
- Youth Ministry
- Bereavement Luncheons
- Ministries, Committees, Councils, Groups and Programs on a First Come Basis
- Athletics
- Non-parish Groups and Organizations which are approved by the Pastor

The facilities and equipment will be made available only to non-parish sponsored groups that meet the following qualifications:

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

Delaware – St Mary Parish reserves the right to cancel any use agreement at any time if the group is not in compliance with the mission and rules of the parish.



## **Parish Facility Calendar**

The parish calendar runs the course of the fiscal year July 1<sup>st</sup> through June 30<sup>th</sup>. This calendar can be viewed on the parish website, <http://www.delawarestmary.org/calendar/>.

## **Facility Requests**

In general, facility requests for the upcoming calendar year will be accepted for approval on an annual basis with additional requests accepted throughout the year. To facilitate better scheduling, all committees, councils, groups, and programs must submit a *Buildings Request Form* on an annual basis.

No requests will be accepted later than two weeks in advance of the requested date. This rule, however, may be suspended on a case by case basis at the discretion of the Office Manager and the Pastor.

## **Building Access**

Select persons who have been pre-approved will be given permanent keys to access the parish facilities. Those committees, groups, organizations, and persons who need access to the building for an event, or specified purpose, are to sign out keys with the parish office during normal business hours. After the event, keys are to be immediately returned to a designated spot approved by the parish office.

Keys, which have been provided to committees, groups, organizations, and individuals, may have their keys recalled by the parish office at any time.

## **General Use Guidelines**

Delaware – St Mary Parish has a wide range of ministries utilizing the facilities. Our desire is very everyone to realize that many individuals/groups use the facilities before and after your specific event. To make all events enjoyable please adhere to the following guidelines:

- The conduct of all persons attending programs is expected to be respectful of the property, maintaining noise levels that are appropriate and respectful to others.
- Activities are limited to the space that is assigned.
- Smoking is not permitted within the parish facilities.
- Dining or the serving of food is limited to designated and pre-approved areas.
- The user is expected to leave the building clean and in the same condition it was prior to the event.
- All items associated with the event must be removed following the event.
- Tables, chairs, and any equipment must be returned to their original position and location after use.
- Any equipment purchased and owned by the parish will be used exclusively for ministry functions at the parish, and may not be removed from the premises. The requesting group/individual assumes full responsibility for the costs for the damage repair or replacement.
- The requesting group/individual will be responsible for any damage that occurs to the facility during their scheduled event.
- The requesting group/individual assumes liability for injuries to persons attending the event for damages or loss of user's property.
- Any event, which involves children, must adhere to diocesan policies regarding the Safe Environment Mandates; and have supervisors, which have completed the VIRTUS program "Protecting God's Children."
- Willful violation of any guidelines or regulations could lead to the loss of eligibility to the use of the facility.



## **Safe Environment Mandates**

As a response to the Bishops' Charter for the Protection of Children and Young People established in 2002, Bishop Frederick Campbell has set forth the following mandates for ALL employees in every parish and/or school. This mandate also applies to any person in a parish and/or school who volunteers with children.

All persons must fulfill three requirements before they begin their service or employment. They are:

- Attendance at a VIRTUS – “Protecting God’s Children for Adults” workshop
- Signing a Code of Conduct
- Authorize a Criminal Background Screening

### *VIRTUS – “Protecting God’s Children for Adults”*

The VIRTUS program for adults is a three- hour live awareness session instructing adults of the Church that to protect children you must have continuous awareness and vigilance. This awareness session makes trainees understand the signs of child sexual abuse, the methods and means by which offenders commit abuse, and five empowerment steps one can use to prevent child sexual abuse.

Workshops are held regularly throughout the diocese. Please contact the parish office for more information.

### *Codes of Conduct*

The Code of Conduct is a document, which acknowledges the importance of legal, professional and responsible conduct of all who work with children and young people. All clergy, employees and volunteers are required to read the Code of Conduct and to sign a Statement of Acknowledgment Form. The Code of Conduct is distributed at all VIRTUS sessions.

### *Background Search Authorization*

All employees and volunteers are also required to have a criminal background screening completed before they start their employment or service. These forms are also distributed at all VIRTUS sessions.

The Safe Environment Coordinator for Delaware – St Mary Parish is Janet Conroy. She can be contacted at 740-363-4641. Feel free to contact her with any questions or concerns.



# Delaware – St Mary Parish Facility Request Form

This form is used to regulate the use of the parish facilities. All committees, groups, and persons must use this form to request the use of a room, space, or facility. This document must be submitted and approved by the parish office for use of the requested facility. If there are questions or concerns, please contact the parish office during normal business hours at 740-363-4641.

Name of Requester \_\_\_\_\_

Group Requesting \_\_\_\_\_

PGC Compliant Dates: \_\_\_\_\_

No. of People Expected \_\_\_\_\_

Phone Number of Requester \_\_\_\_\_

Email Address of Requester \_\_\_\_\_

Purpose of Event \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Request Time \_\_\_\_\_

Set-up and Tear-down Time \_\_\_\_\_

Requested Facility, or Space (check all that apply below)

<input type="checkbox"/>	Beitel Commons	<input type="checkbox"/>	K. H. Large Room (15 S. Union St.)
<input type="checkbox"/>	Kavanagh Hall—ALL (15 S. Union St.)	<input type="checkbox"/>	K.H. Dining Room (15 S. Union St.)
<input type="checkbox"/>	Gym	<input type="checkbox"/>	K. H. Basement (15 S. Union St.)
<input type="checkbox"/>	School Kitchen (additional approval required).	<input type="checkbox"/>	FFB (23 S. Union St.) Dining Rm only
<input type="checkbox"/>	*Contact Bldg. Supervisor for kitchen use*	<input type="checkbox"/>	FFB (23 S. Union St.) Patio
<input type="checkbox"/>	Teacher's Lounge	<input type="checkbox"/>	FFB (23 S. Union St.) Screened Porch
<input type="checkbox"/>	Beitel Commons / Stage (please circle one or both)	<input type="checkbox"/>	CH-Church
<input type="checkbox"/>	School Library	<input type="checkbox"/>	PL-Parking Lot
<input type="checkbox"/>	School Class Room	<input type="checkbox"/>	

(kitchen use) [stmary@delawarestmary.org](mailto:stmary@delawarestmary.org)

**Single Event Request**      **Date** \_\_\_\_\_ **Time** \_\_\_\_\_

**Recurring Event Request**

**Frequency of Event** \_\_\_\_\_

\_\_\_\_\_ **Date** \_\_\_\_\_ **Time** \_\_\_\_\_



I/we understand and agree to the rules and policies set forth by Delaware – St Mary Parish as established in the Master Charter, Facilities Use Policy, and any other directives, which have been implemented by the Parish Steering Committee, the Pastor, or his delegate. I/we will honor the Child Safety Policies, which have been established by the Diocese of Columbus. I/we accept responsibility for any damage, which may occur as a result of the event. It is my/our responsibility to make sure the facilities are returned to a clean and orderly fashion prior to departure. I/we hereby release Delaware – St Mary Parish from any and all liability, past, present, and future, arising from the use of the church facilities.

---

**Signature of Requester**

---

**Date**

---

**Staff Approval By**

---

**Date**