

St. Ann Parish Family Center Use Guidelines

Revised March 10, 2017

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Guidelines for use of St. Ann Parish Family Center

The members of the St. Ann faith community recognize that the completion of the St. Ann Parish Family Center has been accomplished through the commitment, dedication and generosity of the parishioners and benefactors of the parish.

We acknowledge in gratitude the blessing of this Family Center in the on-going faith life and growth of our community. It is in a spirit of gratitude, renewal and hospitality that decisions regarding the care and use of Family Center will be made.

The overarching purpose of the Family Center is to enhance the spiritual community of the parish. To this end, all requests for use will be reviewed by the Oversight Committee who will make a recommendation to the pastor.

The Family Center is an extension of our church and faith, therefore those religious items affixed to the walls of our Family Center are to remain in place, serving as a symbol of our Christina faith.

Goals of the Guidelines

- A. To care for the family center building and its contents, thereby protecting the significant contributions and investments of the parish and all persons who use the family center.
- B. To fully comply with the liability insurance requirements set by the Diocese of Springfield.

I. Classification of Family Center Events

A. Parish-sponsored Events including the following:

- Parish receptions that provide opportunities for gathering the community after funeral Masses, Baptisms, First Holy Communion, Confirmation and other Liturgical events open to our three parish families.
- Coffee hours following Mass
- Breakfasts/dinners and other parish social events.
- Meetings including Parish Pastoral Council, Finance Council, Religious Education Board, RCIA, Knights of Columbus, and other meetings that further the life and work and mission of the parish community.
- Deanery and other diocesan meetings
- Events or activities suggested by the Pastor.
- Parish fundraising events.

- All Religious Education programs and/or activities requested by the DRE
- Continuing Adult Faith formation and seminars
- Ecumenical gatherings approved by the Pastor, when not in conflict with Parish events.
- A specific parish-related event requested by a parishioner** that meets the approval of the Oversight Committee and the Pastor.

** Note: A parishioner is defined as a registered member of the St. Ann Parish community who participates in the spiritual life as well as the financial support of the Parish.

Non-Parish-sponsored Family Center Events

- The primary purpose of the Family Center is to serve the parish community. Events that are not sponsored by the Parish are an exception to this policy and will require the approval of both the Pastor and the Oversight Committee.
- Requests for approval should be made not less than 15 days in advance of the event, and shall be limited to one-time, non-repeating events.
- Issues to be considered are the nature of the event, the availability of the Family Center, hours being requested and the number of people in attendance. All such events must comply with the Operating Policy described below and **must not conflict with parish events previously scheduled.**

II. Operating Policy

A. Alcoholic Beverage Policy

- Alcoholic beverages will not be sold inside the Family Center unless first approved by the Oversight Committee. Exceptions might be the indoor sale of wine during the parish Summer Festival or another parish-sponsored gathering.
- Hard liquor will not be served in the Family Center.
- Wine and beer may be served with permission of the Oversight Committee and with the appropriate permits from the Lenox Selectmen. This permit must be presented to the parish secretary one week prior to the event in the Center.
- Alcohol permits should be requested from the Town of Lenox at least 2-3 weeks prior to the date of the event.

B. Kitchen Use Policy

- **For parish sponsored events**, use of the following equipment and facilities may be provided upon request: Oven & range (only following instruction on use), refrigerator (any items left behind will be disposed of), dishwasher, coffeemaker, microwave oven (only after instruction on use), dinnerware and silverware, cooking utensils, pots and pans, and serving dishes.
- **Non-parish sponsored events**. Non-Parish renters are required to bring their own dinnerware, silverware, serving pieces, utensils, paper products and condiments. Renters may use the sink, microwave and refrigerator.
- All users must clean up after themselves and return the Family Center to the same condition in which they found it. Proper clean up includes, but is not limited to: All trash generated from the event must be taken away and properly disposed of outside the Family Center; clean off all kitchen counters, sinks; sweep the kitchen and hall floors; and clean all tables in the main hall, leaving them in an orderly fashion.
- Before leaving, users must make sure all lights are turned off; and all windows and doors are closed and locked.
- When alcohol is served, a certified TIPs server/certificate must be present on site.

C. Other Operating Policies

- Occupancy limits: 100 seated persons for sit down dinners, 250 persons seated (no tables, for lectures, etc.); and 500 standing persons.
- **To prevent floor damage, spiked high heels and cleats are not allowed in the main hall at any time. Violation of this provision may result in a damage claim against the lessee.**
- Nothing will be stored in the Family Center, or Family Center basement without the approval of the Family Center Oversight Committee.
- Nothing, including decorations, will be hung, taped, stapled, or otherwise affixed to the Family Center walls, doors, windows or ceilings. All notices, etc., will be displayed on the bulletin board located in the foyer. Decorations for an event may be tied to the trusses and must be removed following the event.
- No artwork or religious items will be hung in the Family Center unless approved by the pastor and the Oversight Committee.

- Religious items affixed in the family center may not be removed except by permission of the Pastor.
- Except for Parish fundraisers, no person or group may use the Family Center for the purpose of making a profit.
- Fundraisers by other non-profit organizations may be run with the approval of the Oversight Committee.
- The Oversight Committee must first approve all appliances and furnishings to be donated to the Family Center.
- **As per the application, all music must be approved by the Oversight Committee prior to the event.**
- The volume of music, especially where **live musicians**, DJs or CD players attached to speakers are involved, must be controlled to a level that is appropriate to our residential neighborhood location. Complaints must be dealt with promptly and respectfully. Abuse of this policy will prevent groups, organizations, or individuals from being able to use the St. Ann Family Center on other occasions.
- All caterers must be approved by the oversight committee before that caterer is allowed to serve in the Family Center, **and they must be safe/serve certified.** There is a list of pre-approved caterers in the Kitchen Manual located to the left of the microwave oven.

III. The Application Process and Requirements

1. Reservations to use the Family Center must be made through the Parish Secretary. The application request is then given to the Oversight Committee.
2. The applicant must provide a completed Facility Usage/Insurance form that will be filed in the church office.
3. Upon Oversight Committee approval of a non-parish sponsored event, and at least two weeks in advance of the event, the applicant must provide the secretary with the completed application form for the special event, and a liability insurance fee of **\$103, also payable to St. Ann Church.** Special Events Coverage is a mechanism that allows the Diocese of Springfield to extend liability coverage to an individual or organization using parish facilities for non-parish sponsored events.
4. The applicant must give to the parish secretary the user fee check, **the afore mentioned insurance coverage check** and the security deposit check of \$200 at the time the reservation to use the Family Center is made. If no damages are incurred the security deposit will be returned. If there are damages that exceed the security fee the lessee is responsible for payment to the parish

For a parishioner, the determined “user fee” amount is \$100.

For a non-parishioner the user fee amount is \$500.

Fees for Civic or Non-profit organizations may be adjusted at the discretion of the Oversight Committee.

In the event the application is not approved all checks will be returned.

Application for Use of the St. Ann Parish Family Center

Person or Organization using the Family Center _____

Address _____

Email Address: _____

Home Telephone number _____

Cell Phone number _____

Person in charge of use _____

Address: _____

Home Telephone number _____ Cell Phone _____

Date of use _____ Number of people attending _____ *Hours of use (include time for set up, clean up and special preparations) _____

*(NOTE: *Amount of time before and after scheduled event may be limited due to other parish activities. All events, including clean up, must be over and the Center must be vacated by 10:00 pm)*

Check all that apply:

- Member of one of our three parish families:
 - St. Ann
 - St. Vincent de Paul
 - St. Patrick
- Parish function
- Non-Parish function
- Insurance fee Check of \$103 made payable to St. Ann Church
- User fee of \$100.00 for parishioners received (for non-sacramental related events).
- User fee of \$500.00 for non-parishioners received.
- \$200.00 Security deposit received.

Do you intend to serve food? If yes, please describe (include caterer):

***Do you plan to serve alcohol? If yes, please describe: (Note: Beer and Wine only)**
(You must file for an alcohol permit from the Town of Lenox at least 2 weeks prior to the event, and present your permit to the parish secretary one week prior to your event.)

Do you intend to use music? If yes, please refer to the music section of the guidelines:

Family Center kitchen facility usage is limited to Parish-related events only. Non-parish events will be limited to usage of the Refrigerator, sinks and microwave.

NOTE: Spiked high heels and cleats will damage the floor, and are not permitted in the main hall at any time. Violation of this provision may result in a damage claim against the lessee.

I have read and understand The Guidelines for use of the Family Parish Center

Signed _____
Print name:
Date _____

Security deposit returned to: _____
(Print name)
Date: _____

Please be advised that a representative of St Ann Parish has the right to enter the Parish Family Center at any time during any event.