



St. Thomas Aquinas Facility Use Policy

General Regulations for use of Church and School Facilities

1. Facility usage at St. Thomas is primarily for registered parishioners who are active Stewards. The Pastor has sole authority to approve, deny and revoke any use of church or school facilities. Prior to scheduling the use of the STA facility, one must be a registered parishioner or an active St. Thomas Aquinas (STA) school family for a minimum of six (6) months. The STA facility will not be scheduled for personal business or financial gain or partisan political activity.
2. A Facility Use Agreement for all events must be signed by the parishioner (hereinafter referred to as “Party or Applicant”). Each Party using the STA facility will be responsible for the care and maintenance of the facility. Any damages occurring during the use of the facility, other than normal wear and tear, will be the responsibility of the party. Necessary repairs shall be completed promptly at the expense of the party.
3. After school usage of any church/school facility must be supervised by an adult until all minors are picked up. If the use of the facility is for minors, all participating adults must be VIRTUS trained.
4. All facilities are **smoke free**.
5. The applicant must be 21 or older and on-site during usage. User is solely responsible for the conduct and actions of all its attendees and associates. The applicant will be held responsible for the preservation of order.
6. Facilities for Church related use can be reserved up to one year in advance.
7. Deposits are due with the STA Facility Reservation Form.
8. Reservations must be cancelled 30 or more days from the scheduled event. The security deposit will not be refunded for cancellations received with less than 10 days’ notice of the event. Pastor may cancel event at any time.
9. All Decorations must be removable.
10. Events are limited to the space reserved.
11. Facility used shall be left clean and in an orderly manner including removal of trash.
12. Prior approval is required before personal property can be stored at STA. Items stored are not the responsibility of the parish.
13. The Pastor (or his representative(s)) shall have access to all rooms at all times.
14. All children/students/minors are to be supervised by adults especially in foyers, restrooms, parking lots, etc.

-
15. **Alcohol Policy** - Open bars (including drink machines), kegs and “BYOB” are not allowed at any event. Table wine, packaged beer, and alcoholic punch are allowed. A professional security officer must be retained for every 150 people attending if alcohol is served. Serving alcoholic beverages is limited to pre-approved events. Only licensed or experienced bartenders who are at least 21 years of age should be used. Alcohol cannot be served to anyone under the legal drinking age. ID should be checked for anyone who appears to be under 30. An individual should only be allowed to order one drink at a time. Food should be made available at all times. The serving and use of alcoholic beverages must conform to all state and local laws.
 16. Weapons, controlled substances, drugs and anything else that would distract from a Christian atmosphere are not allowed in or on church property.
 17. All agreements, contracts, deposits and fees must be signed and on file at STA 10 or more days prior to the scheduled event.
 18. Clean-up will be done according to the checklist provided for the appropriate space.
 19. Willful violation of any guidelines or regulations could lead to the loss of eligibility to use the facility.

Cost for Use of Facilities

The church and school facilities were built by the parishioners of St. Thomas Aquinas for the use of active STA stewards. We are a stewardship parish. We contribute significant Time, Talent and Treasure to the Parish. Parishioners who actively participate in Stewardship can have use of the facilities. A nominal charge and a refundable security fee may be requested for set up, clean up and building cost. Parishioners, who are not currently active stewards or have been STA members for less than 6 months, may utilize the facilities if prior approval is given by the Pastor and at the cost of a non-Parishioner. **Parties using the facilities are responsible for their own set-up and clean-up. STA can provide set-up and/or clean-up for an additional fee. Arrangements must be made prior to the event and costs will be determined based on size and needs of the event.** A minimum of \$50.00 and maximum of \$150.00 will be taken out of the deposit if facilities are left unclean.

Allen Hall and Kitchen

1. Fees for Parishioners: \$40.00 first hour. \$10.00 per each additional hour.
Reimbursable Security Deposit: \$500.00
Fees for non-Parish use: Fee: \$400.00 per day;
Reimbursable Security Deposit: \$500.00
2. For large gatherings, a deposit is required. This deposit will be returned if there is no damage to the hall and all necessary cleaning and tear down is complete. A professional Security Officer must be retained for every 150 people in attendance if alcohol is served.

3. Alcoholic beverages may not be brought onto the property until the day of said event.
4. Unused food or beverage must be removed and discarded prior to departure.
5. Caterers are not allowed use of the kitchen to prepare food. Caterers may use the kitchen oven to keep food warm.
6. Utensils or towels should not be removed from the kitchen.
7. All music in the hall must end by 11:30 p.m., with everyone out of the hall by midnight.

Assembly Room

Fees for Parishioners: \$15.00 first hour. \$5.00 per each additional hour.
Reimbursable Security Deposit may be required

Fees for non-Parish use: Fee: \$250.00 per day; \$150.00 per half day or evening (4-5 hours)
Reimbursable Security Deposit may be required

The maximum capacity of the Assembly Room is 150. The room has rectangle tables available (Tables seat 6) and has a half kitchen (refrigerator and sink).

School Cafeteria

Fees for Parishioners: \$50.00 first hour. \$10.00 per each additional hour
Reimbursable Security Deposit may be required

Fees for non-Parish use: Fee: \$400.00 per day; \$250.00 per half day (4-5 hours)
Reimbursable Security Deposit may be required

No athletic games, e.g. baseball, basketball, football, soccer, etc., are to be played or practiced in the Cafeteria.

STA Gymnasium

Fees for Organized Team Practice use:
\$10.00 first hour and \$5.00/hour each additional hour. Fifty percent of team must be a STA parishioner. Maximum 2 practices per week per team.

Fees for Parish use: \$40.00 first hour and \$10.00/hour each additional hour. Minimum two hour rental.
Reimbursable Security Deposit may be required

Fees for non-Parish use: Events: Fee \$500.00
Reimbursable Security Deposit: \$500.00
Practices: Non parishioners may not rent the gym for weekly practices.

1. The gymnasium must be reserved through the School Office. The gymnasium is not available to rent during St. Thomas Catholic School volleyball and basketball seasons.
2. Policies of the Diocesan Parochial League are endorsed.
3. Practices/events on Sunday will **only** be allowed after 1:30 p.m.
4. Informal practice during school vacations can be scheduled after consultation with the School office and by ensuring a facility usage form is on file.
5. Applicant's equipment use in the gym will be limited to basketball goals and volleyball nets. All balls, birdies, rackets, etc. must be supplied by the applicant.
6. The Athletic Director or Parish Representative will instruct all applicants in the setting up and use of gymnasium or field equipment on an appointment basis.
7. Any damage incurred during use by the applicant will be paid by the applicant, regardless of the cost of repairs. Please report any damage to the School Office immediately.
8. No hanging on rims, nets, supports or goal posts. No dunking.
9. Facilities and fields will be left in same condition as found.
10. All children are to be under adult supervision at all times, especially in foyers, restrooms, and parking lots. All supervising adults must be VIRTUS trained.
11. The school secretary will be the master scheduler of the gym. The Athletic Director will schedule all STA athletic practices, games and tournament times and communicate those times to the school Secretary. The AAC will be responsible for the supervision of all school athletic events.

Specific Regulations of STA Gym

1. Respect and follow the authority of the supervisor and/or STA staff member.
2. Goal heights will be set at 10 feet.
3. Wear the appropriate athletic shoes. (Not allowed: dress shoes, boots, sandals, bare feet, socks or any shoes that mark the floor.)
4. Only water is allowed in the gymnasium unless prior arrangements are made.
5. No dunking, slamming, or hanging on any basketball rim, net and/or backboard. No hanging on volleyball nets.

-
6. No spitting, fighting, pushing or rough-housing in any way. No rude, crude or inappropriate language and/or gestures.
 7. All equipment is to be used in its correct manner. No equipment will be provided by St. Thomas.
 8. Equipment not appropriate for indoor gymnasium use is prohibited. If you have questions about whether or not your equipment would qualify, please contact the School Office.
 9. No sitting or climbing on any bleacher unless pulled out in its full-open position.
 10. Anyone under the age of 18 must be accompanied and supervised by a VIRTUS trained adult at all times. (Adult must be 21 years or older.)
 11. When vacating premises all trash should be picked up and restrooms must be clean. Lights are to be turned off and all equipment must be properly put away. Gym and outside doors should be locked.

Safety

The following guidelines are intended to assist you with ensuring the safest event possible. Discuss safety precautions with STA employees to ensure you are able to locate safety equipment, if necessary.

- a. To ensure slips, trips and falls do not occur make sure to monitor floors for hazards such as debris or condensation.
- b. Ensure there is adequate lighting both inside and outside your event including exits that are clearly marked.
- c. Fire extinguishers are located in clearly marked places within STA facilities. First Aid Kits and blood borne pathogen cleanup kits and Automated External Defibrillator (AED) are available in STA facilities, if needed.
- d. If blood is on the floor:
 - i. Go to the black First Aid kit located in the gym.
 - ii. Put on latex gloves and spray the blood with the product ENDBACII.
 - iii. Wipe up the blood. Continue this procedure until the blood is cleaned up.
 - iv. Spray the area a final time and wipe it clean.
 - v. Dispose of the latex gloves and wipes.

All lights must be turned off and doors locked when leaving any church/school facility after use.

Priority Use of Parish facilities

1. Following approval of Facility Reservation Request and availability, priority for the use of the facilities shall be given to organized groups that are a part of STA. Priority is given as follows:
 - a. Parish or School sponsored committees, groups, councils and programs.
 - b. Appropriate religious or charitable functions.
 - c. Non-parish groups/organizations as approved by the Pastor.
2. No activities can interfere with Mass times. Therefore, none of the facility may be utilized from 3:30 pm – 6:30 pm on Saturday or 6:00 am – 2:00 pm on Sundays. Facility use outside of these times will be based on availability. Normally, facilities are available Monday through Thursday 3:30 pm – 9:00 pm and Friday 3:30 pm – 11:30 pm. Some school facilities are closed at times during the summer months for general maintenance.
3. Catholic weddings are not celebrated on any Sunday of the Year (and that is why there is no Saturday Evening weddings allowed), Holy Days, or during Lent or Advent, except under extraordinary circumstances with the permission of the Pastor of St. Thomas Aquinas Parish.
4. The gym is not available during school days, during school athletic events or anytime during STA's volleyball and basketball seasons.
5. Funerals have precedence over any and all facility usages that have been scheduled.
6. The Pastor has sole authority to approve, deny and revoke any use of the STA facility.

Key Policy

Procedure for picking up/returning keys:

- All keys will be picked up at the Parish or School Office between 9 am – 4 pm, Monday through Friday, except on Holy Days and holidays.
- Keys must be returned to the Parish or School Office promptly following use.
- Lost keys will be subject to a lost key fee.
- Keys must remain with the responsible party at all times. Users may not lend their key to any other person.

Contacts:

To reserve space:	Church Office, 683-6569 School Office, 684-9201
Facilities/Grounds Management	Mark Schreck, 371-2718
Pastor:	Father Matt McGinness, 683-6569
Athletic Director:	Mark or Chris Severt, 634-1546
Business Manager/Facility Coordinator:	Shelly Babich, 684-9201, ext. 106

Allen Hall Cleaning and Shutdown Checklist Allen

	All trash has been removed
	All areas have been cleaned
	Floor has been swept
	All appliances (coffee maker, etc.) have been turned off and unplugged
	Air conditioning/heat have been returned back to their original settings
	Tables and chairs have been returned to how they were found
	Bathroom lights are off
	Nursery lights are off
	All lights have been turned off (kitchen, Allen Hall, stairwells, nursery)
	All doors have been shut
	Outside doors have been closed and are locked

Assembly Room Cleaning and Shutdown Checklist

	All trash has been removed
	All areas have been cleaned
	Floor has been vacuumed
	All appliances (coffee maker, etc.) have been turned off and unplugged
	Air conditioning/heat have been adjusted back to original setting
	Tables and chairs have been returned to how they were found
	Bathroom lights are off
	Storage room light is off
	Kitchen and room lights have been turned off
	All doors have been shut
	Outside doors have been closed and are locked

ADULT HOLD HARMLESS/INDEMNITY AGREEMENT

PARISH: _____

ACTIVITY PARTICIPANT OR FACILITY USER: _____

DATES OF ACTIVITY OR USAGE: _____

TYPE OF ACTIVITY OR USAGE: _____

The above named ACTIVITY PARTICIPANT OR FACILITY USER agrees to defend, protect, indemnify and hold harmless the above named PARISH against and from all claims arising from the negligence or fault of the above named ACTIVITY PARTICIPANT OR FACILITY USER which arise out of the above named ACTIVITY OR USAGE at the above named PARISH.

Additionally, the above named ACTIVITY PARTICIPANT OR FACILITY USER agrees to protect, defend, hold harmless and fully indemnify the above named PARISH for any claim or cause of action whatsoever arising out of the above mentioned ACTIVITY OR USAGE which takes place during the above identified DATE(S) OF ACTIVITY OR USAGE that is brought against the PARISH by the above named ACTIVITY PARTICIPANT OR FACILITY USER or their family members whether such claim arises from the alleged negligence of the PARISH, its employees or agents or ACTIVITY PARTICIPANT or FACILITY USER'S negligence. If any portion of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

SIGNED BY: _____

NAME (Please Print): _____

DATE: _____

ADUHH (01/10)