

The purpose of this policy is to provide a fair and responsible frame-work for use of the Parish facilities in order to advance the mission of the Church and School.

I. GENERAL GUIDELINES

St. Joseph Parish is a Catholic, multicultural community dedicated to using our God-given talents to live and proclaim Jesus Christ in our community through worship, our Catholic School, elementary, youth, and adult religious education, service, and evangelism.

A. Activities must be consistent with the teachings of the Catholic Church.

1. Inappropriate language, inappropriate behavior and illegal/illicit substances are not allowed. This includes but is not limited to foul language, vandalism, immodest dress, harmful activity, or illegal drugs. No fireworks, firearms, or combustibles of any kind are permitted for any reason. Local authorities will be contacted to remove violators.
2. Liability insurance is required by all non-profit organizations stating St. Joseph is a primary additional insured on the liability insurance coverage.
3. St. Joseph is not responsible for lost, stolen, or damaged personal items brought to the campus.

B. Alcohol, Gambling, and Smoking

1. Alcohol may be served except at youth-related events. All alcoholic beverages must remain inside of the facility, and Christian moderation is expected.
2. Becoming inebriated is contrary to church teaching and is never acceptable.
3. When alcohol is served at Special Events, a security guard from the approved list must be employed.
4. Selling beer and wine requires permission from the pastor and the required state licensure.
5. Gambling (ie. Bingo) requires permission from the pastor and the required state licensure.
6. St. Joseph campus is a smoke-free zone.

C. **Minors (under 18) must be supervised at all times** and remain in scheduled space (ie. no wandering through the facility.) The **responsible adult** is the person who ensures appropriate supervision.

D. **Leaders of events with minors must be VIRTUS certified.**

II. ACTIVITY CENTER GUIDELINES

A. **Only water** is allowed in the Activity Center when the court is not covered.

B. **Food and drink** are allowed in the Activity Center ***only* when the court is covered by tarp or carpet.** Otherwise, food and drink are restricted to the concession area.

C. **Footwear** on the court must be appropriate for the gym floor. For non-sporting events the floor must be covered appropriately. The Director of Church Operations should be consulted if there is doubt about need for covering.

III. DEFINITIONS

- A. **Church-sponsored or School-sponsored groups** are listed in the annual parish directory.
- B. A **special event** is a one-time or annual event or fund raiser.
- C. An **active parishioner**, for special event scheduling purposes, is someone who has been actively registered at St. Joseph for the past nine (9) months and is a consistently-identifiable giver of time, talent, and/or treasure.
- D. A **registered parishioner** has an active family record in the church database. For special event scheduling purposes, a parishioner needs to have been registered for the previous nine (9) months.
- E. The **responsible adult** is the leader of a group who coordinates the scheduling, is present at the entire meeting or event, and ensures that policy is followed and children are supervised.

IV. APPROVED EVENTS

- A. St. Joseph Church-sponsored or School-sponsored meetings and events (one-time or recurring).
- B. Catholic area or diocesan-wide special events are allowed. Events sponsored by outside Catholic groups are allowed the active parishioner rate.
- C. Parishioner and Catholic non-parishioner Special Events as the schedule allows.
- D. Annual fund raisers or events hosted by parishioner-established, all-volunteer organizations as the schedule allows.
- E. Summer, parishioner-organized, fund raisers for special interest organizations as the schedule allows.
- F. Summer youth sport groups without their own gym may use the Activity Center if following these additional guidelines:
 - 1. Two Virtus-trained adults must be present.
 - 2. \$100 fee per two-hour slots; staff will unlock and lock doors.
 - 3. Group must bring their own equipment each day.
 - 4. Group must be able to provide a certificate of liability to the Diocese of Little Rock.
 - 5. Participants must sign a Hold Harmless agreement.
 - 6. Scheduled dates are not confirmed until 30 days in advance (to allow for church and school event-scheduling flexibility).
 - 7. Activity Center Summer 2014 times are not yet available.
- G. For-profit and political events are *not* allowed.

V. SCHEDULING POLICY

- A. All meetings and events held on the St. Joseph campus (including the field) or hosted by St. Joseph at other locations should be appropriately scheduled on the **facility calendar** by the church or school personnel sponsoring the group.
1. Scheduling is done by semester:
 - a. **SPRING**—First day of school after Christmas break until Friday of the last week of school.
 - b. **SUMMER**—Second Saturday after the last day of school until the Friday before teacher in-service.
 - c. **FALL**—First Monday after school starts until Friday before Christmas break.
 - d. Scheduling is not typically allowed on Church or State Holidays or during Thanksgiving or Christmas breaks.
 2. During the week classrooms are scheduled through the school until 4:30 p.m. and through the church from 4:30 p.m. until 10:00 p.m. except for the evenings we have Parent/Teacher conferences.
- B. Church and School events may be scheduled up to 12 months in advance although accommodation to allow for other Church/School activities may be required.
- C. Church and School fund raising events (Fiesta, Bingo, Fish Fries, etc.) have priority over sports and Special Events.
- D. St. Joseph reserves the right to move an activity or special event to another room if a church related conflict arises, such as a funeral. In such cases, fees will be adjusted.
- E. To schedule a special event, contact the Director of Church Operations and fill out an **Event Registration Request Form (ERRF)**.
1. Special Events are confirmed on the calendar when the appropriate fees are paid.
 2. The ERRF must be submitted at least one month in advance and not more than six months in advance except for events coordinated with weddings or quinceañeras. These ERRFs may be submitted one year in advance.

VII. ACTIVITY CENTER SCHEDULING

- A. **Youth sports**—St. Joseph School-sponsored teams (games, tournaments and practices) must have Virtus trained personnel present at all times. On Saturdays it is necessary to have a trained person in charge. Teams may be scheduled as follows:
1. Mon., Tue., and Thu. 3:30-7:30 p.m.
 2. Wed. 3:30-7:30 p.m. except on Wednesdays when the space is needed for Religious Education. Then, youth sports may be scheduled from 3:30-5:30 p.m. allowing Religious Education to schedule from 5:30-7:30 p.m.
 3. Fri. from 3:30-7:30 p.m. when there are no previously scheduled events.

4. Sat. from 8:00 a.m. to 3:00 p.m.
 5. Sun. after 4:00 p.m.
- B. **Adult sports** (open play)
1. Mon., Tue., Thu., Sun. from 8:00-10:00 p.m.
 2. Sat. 12:00-4:00 p.m. when not scheduled by St. Joseph School-sponsored teams.
 3. Sun. after 4:00 p.m.
- C. **Special Events**
1. Fri. 7:00 – 10:00 p.m.
 2. Sat. 10:00 a.m.—12:00 a.m. except during basketball season (Oct.—Mar.) when the available times are Sat. 6:00 p.m. – 12:00 a.m.

VIII. FEE POLICY

A. Youth Sports fees:

1. School-sponsored groups do not pay fees.
2. Church-sponsored, open-play groups do not pay fees.
3. Church-sponsored groups that are invitation-only pay \$25/hour.

B. **Adult Sports fees:** Church-sponsored, open-play groups pay \$30/month for one 2-hour slot per week.

C. **Special Event fees:** A separate fee scale is used for each of the following: active parishioners, registered parishioners, and non-parishioners.

IX. EVENT COORDINATOR

- A. If the event is in the Activity Center or if there will be more than 50 guests at the event, a trained staff member must be employed as the Event Coordinator.
- B. The Event Coordinator must be identified by name on the facility calendar.
- C. The Event Coordinator must be present the entire time.
- D. The Event Coordinator must attend training in emergency procedures, duties, and use of equipment. Training will be available quarterly.

IX. RESPONSIBLE ADULT DUTIES

- A. The Event Registration Request Form (ERRF) is signed by the responsible adult who ensures:
 1. Appropriate supervision of children
 2. Placement and removal of tablecloths, decorations, flowers

- B. If an Event Coordinator is not employed, the responsible adult also carries out the Event Coordinator's duties below.
1. Unlocking the doors
 2. Turning on lights and heat or air conditioning
 3. Ensuring that the facilities are ready for guests
 4. When necessary, ensuring that the gym floor is covered
 5. Setting up tables and chairs
 6. Setting out empty trash containers
 7. Use of the sound system and video equipment (However, the Event Coordinator does not perform DJ duties.)
 8. Wiping off and breaking down tables and chairs
 9. Taking out the trash
 10. Mopping the floor. When the DeBriyn Activity Center is used, mopping the floor covering, letting it dry, and storing it.

VIII. POLICY REVIEW—St. Joseph Facilities Use Policy is periodically reviewed and revised. The Pastor has final say on all policy and scheduling decisions.