

ST. MARGARET MARY PARISH PARISH GROUP FACILITIES USE POLICY

I. MISSION STATEMENT

The people of St. Margaret Mary Parish are a Catholic, Christian community gathered to celebrate the presence of Christ in sacrifice and sacraments. Our community is supported and developed by meeting the spiritual, educational, and social needs of our members. St. Margaret Mary Parish will schedule and use its facilities in furtherance of this mission.

II. AVAILABLE FACILITIES

1. **Suneg Center** – Located in the lower level of the church. Can accommodate up to approx. 150 people.
2. **Raynor Parish Center** – Located in the northeast lower level. Large space generally limited to total parish functions, large group uses, or athletic events. Can accommodate up to approx. 350 people.
3. **Conference Room A (Music Room)** – Located in the lower level of the church. Can accommodate approx. 10-12 people.
4. **Conference Room B** – Located in the lower level of the church. Can accommodate approx. 20 people.
5. **Conference Room C/Nursery** – Located in the lower level of the church. Can accommodate approx. 10-12 people.
6. **Our Lady's Chapel/Bell Tower/Cry Room** – Located on the east side of the church. Used only for groups that wish to do a prayer service, reflection, Adoration, etc. Has 20 seats; 15 kneelers. No alternative set-ups available or allowed.

III. SCHEDULING

- A. Role of Parish Scheduling Coordinator. All Parish functions will be assigned space by the Parish Office according to group size, need priorities, and space availability.
- B. Space Priority. Space priority will generally be given in the following order:
 1. Total parish functions – e.g. Founders Day dinners, Sacrament & Graduation receptions, and large funeral luncheons.
 2. Pastoral ministry, Guild events, Youth Ministry programs, Religious Education events, Athletic games and tournaments, and large school events.
 3. Parish sponsored social or service groups.
 4. Paid rental by registered members of St. Margaret Mary Parish and their immediate families for wedding receptions, anniversaries, birthday parties, reunions, or similar events.
 5. Archdiocesan sponsored groups.

Athletic practices may be scheduled in any remaining unscheduled times. A member of the Athletic Committee will coordinate athletic practice schedules with the Parish Scheduling Coordinator.

The Pastor reserves the right to alter these priorities in appropriate circumstances. The facilities are not necessarily available for paid rental during all times when not scheduled in advance for Parish events.

- C. Reservations. Each Group is responsible for completing a form for use of a Parish facility. Reservation forms are available from the Parish Scheduling Coordinator. Space will be assigned as stated in the Scheduling Policy. Groups who have standard meeting times need only submit a reservation form annually. These groups are asked to submit a calendar for that year. Any additional dates to the calendar are subject to the scheduling policy and will be assigned, as space is available. A member of the Athletic Committee will coordinate athletic practices and games with the Parish Scheduling Coordinator.
- D. Prohibited Uses. Parish facility use will not be permitted for commercial gatherings or meetings, or for partisan political purposes.
- E. Funerals. The Parish recognizes that facilities will be used for funerals, and that conflicts may occur between scheduled uses and funerals. The Parish will attempt to accommodate the scheduled use and the funeral, but circumstances may warrant a change in event venue.
- F. Parking Conflicts.
- The South lot is reserved for 6:30am & 8:30am Daily Masses Monday-Friday.
 - Because UNO leases our lots during the regular school term, the South lot is reserved after Masses for parish groups during mornings when multiple parish groups are meeting. If you are part of a morning meeting, please take advantage of this reserved space so regular parish parking spaces are available for church & Parish Office visitors.
 - In determining whether to schedule an event, the Parish Scheduling Coordinator will consider availability of parking and whether parking conflicts with Mass schedules or other events will exist.
- G. Hours of Scheduling. Generally, events that would interfere with Church parking will not be scheduled on Saturday from 4:00 p.m. to 8:00 p.m. or on Sunday until after 1:30 p.m. Paid rentals are expected to end by 11:00 p.m.

IV. GENERAL RULES APPLICABLE TO ALL USES

- A. Smoking. Parish facilities are non-smoking facilities.
- B. Set-up/Breakdown. Generally, the Parish Maintenance Staff is responsible for the set-up and breakdown of the tables and chairs. Groups that are able to assist in this process will be expected to do so. Set-up/decorating time for the event should be limited to the date reserved unless prior approval given.
- C. Key Check Out/Security. Each Parish Group is responsible for making arrangements to obtain keys to the space. The keys must be picked up during regular Parish Office hours and returned as instructed after the event. Each Parish Group is responsible for making sure that its space is left locked and the lights turned off.
- D. Decorating. Decorating of Parish facilities is limited to table and free standing decorations. No tape, pins in the walls (unless walls are designed for such use) or items hanging from the ceilings without special permission. Confetti or glitter is not allowed.
- E. Red punch of any kind nor sprinkles (ie: donuts & cupcakes) are not allowed to be served.

- F. Childcare: If the calendar allows, the Nursery may be reserved for childcare during an event.
- Childcare providers must be Safe Environment certified and follow all Archdiocesan SE guidelines.
 - Childcare providers that are not registered parishioners need to provide the Parish Office with contact information and proof of SE certification prior to the event.
 - Toys & games must be put away and surfaces cleaned with disinfectant wipes after each use.
- G. Cleaning Responsibilities. User is responsible for removing leftover food, drinks, catering equipment, and decorations before leaving the building and cannot be deferred to the following day.
- **Please refer to the attached Clean-Up Checklist**
 - **If any food is stored in the refrigerator either prior to or after an event, please follow the Refrigerator Rules posted on the refrigerator. Fill out paper slip provided and attach to food/drink containers or packages. The refrigerator is cleaned out on a weekly basis.**
- H. Supplies and Equipment. Each Parish Group should make arrangements with the Parish Scheduling Coordinator for the use of supplies and equipment provided by the Parish.
- I. Damage. Each Parish Group is responsible for any damage caused during the period of usage. The group will be billed for the full amount of the repair or replacement of the damage.