

Facility Use Guidelines

Parish stewardship includes the proper use of our facilities. We put together these guidelines so that we may more effectively manage their use.

- **Care of property.** The Church, the surrounding facilities, their furnishings and equipment must be used with the utmost care and attention to prolong their useful life. Furnishings are to be used for the purpose for which they were intended. Standing on chairs or sitting on tables or cabinets is not permitted. In most areas, moving tables and chairs is permitted, but in the church only chairs may be moved. Please leave the facility in good condition; pick up all papers and trash and place them in trash containers. When food and drinks are consumed by the users, please discard leftovers and used paper plates and disposable utensils. If something spills, please clean it up before it dries and report the spill as soon as possible. Food/drinks are not allowed in childcare and children's classes. If something is damaged, please report it when you return your keys **or sooner to (949)-589-7767, ext. 2108.**
- **Safety.** Safety should be a prime consideration when using Parish facilities, particularly when children are involved. If you see a safety hazard of any kind, please fix the problem if you can safely do so; otherwise, please report the problem as soon as possible. If someone has an accident, it must be reported to a staff member, and an accident report must be filed within 24 hours. **In case of emergency, call 911.**
- **Requesting use of facilities.** The Facilities Manager will act on request for facility use. Facilities will be approved for use in parish-related activities only. Approval will be based on availability and priority. All requests for use of facilities must be in writing. The Facilities Use Request Form must be properly completed with as much lead time as possible. The Facilities Manager will contact you with a response to your request. Please be prepared for the possibility of change, should a higher-priority event (e.g., a funeral) dictate such a change. Requests for use of the church musical instruments, including the pipe organ, or related areas must be obtained separately from the parish Music Ministry Director. **In no case may the piano or the Kurzweil synthesizer be moved.**
Note: All requests will be reviewed on an individual basis. Non-parish related events or meeting will require a short-term use agreement, and the user or organization will be required to provide a certificate of insurance. Lack of adequate insurance coverage may preclude the use of parish facilities.
- **Keys.** You may sign for keys at the front desk of the Parish Office during business hours (9 AM-5 PM; closed for lunch NOON-1 PM) Monday through Friday, either on the day you are using the facility or on Friday for weekend use. Keys are to be returned the next business day or put through the mail slot located by the Parish Office front door unless other arrangements are made. Keys are to be used for the assigned room(s) only and may **not** be used to open doors to other rooms or to open rooms for another person or group.
- **Leaving the facility.** When you are finished using the facility, please close all windows and turn off all lights; emergency lights will remain on. Please ensure that all doors are locked; check the restrooms to make sure water faucets are turned off and toilets are not running. If the meeting or event ends after maintenance staff working hours, you are responsible for locking the restrooms.
- **Changes to approved set-up.** Once a request has been approved, any changes to the set-up must be submitted in writing 3 working days prior to the event.

FACILITY USE REQUEST FORM

Requestor: _____ Daytime phone: _____

Meeting or event contact person: _____

Group or organization: _____

Type of event: _____ Number of persons: _____

Facilities requested (church, meeting room, patio, etc.): _____

One-time event date: _____ Day: _____ Time: _____
From *To*

Recurring event start date: _____ Day: _____

Recurring event end date: _____ Day: _____

Recurring event time: _____ Frequency: _____
From *To* *Weekly/Monthly/Other*

***Please attach a separate sheet of paper with a list of *all dates* of a recurring event.**

Set-up (Choose one):

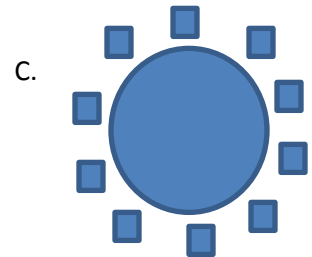
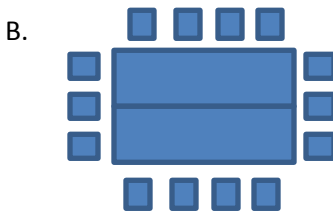
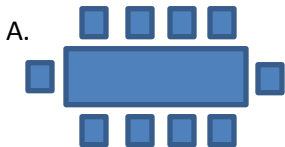
Standard set-up needed (*circle*): A B C D E F G H I (*see options below*)

Other configuration: On a separate sheet of paper, attach a sketch of the configuration you are requesting.
(must be provided no later than two weeks prior to event/meeting date)

Other needs: Microphone VCR Easel Board Sandwich Board Podium

Comments: _____

Standard set-up options:



D. _____ chairs in a circle
number

E. _____ chairs in rows
number

F. _____ chairs in a semi-circle
number

Sign-in table by door (circle): Yes No Tables for weekends _____
number