

St. Paul Catholic Church

Family Life Center Guidelines for Parish Activities

effective 08/01/2017



5971 Highway 25
Flowood, MS 39232
(601) 992-9547

Statement of Policy

The St. Paul Catholic Church Family Life Center was constructed and is maintained through parishioner support. As our parish family continues to grow, we are seeing an increase in activities. To avoid any scheduling conflicts or misunderstandings regarding the use of the Family Life Center (FLC), we have developed the following guidelines for all parish-sponsored activities. The FLC is primarily for the use of parish activities. All who use the FLC are asked to be responsible and respectful stewards.

General Information

Reservations: Reservations for any use of the Family Life Center must be made through the church office at least two weeks in advance including any regular recurring meetings. A working calendar will be maintained by the church office so that all activities can be monitored as is required by the diocesan Protection of Children Policy. Reservations are made on a first-come basis and are for that date only. Early access to the building is usually not possible. If early access is required, approval must be obtained from the Family Life Center Coordinator at the time the reservations are made.

The Family Life Center may not be used for:

- Private fundraising activities
- Political activities
- Private profit-making ventures
- Private recreational events/practices

Deposit: No deposit is required for parish activities.

Door Keys: A key to the reserved area may be obtained up to two days prior to the event from the church office. The key must be returned to the Family Life Center Coordinator the first business day following the event. All doors must be secured and locked before leaving the premises.

Decorations:

- No items whatsoever (tape, Command strips, staples, pins, glue, tacks, nails, etc.) are to be placed on any of the walls or doors.
- Lightweight decorations may be hung from the classroom ceiling using clip hooks.
- Candles must be contained in fireproof holders or globes.
- All decorations must be removed immediately after the event.

User Responsibilities

- All users must meet with the Family Life Center Coordinator and complete the Facility Usage Form.
- The user on record is responsible for the conduct of all guests, both inside and outside of the area. Any damages associated with the sponsored event will be the responsibility of the user on record.
- St. Paul Catholic Church is a smoke-free environment.
- When children are present, they must be under the control of parents or another adult at all times. They are not allowed to roam freely and are not allowed in the atriums or kitchen area.
- Any alcoholic beverages must be dispensed by an adult bartender to adults only. No alcohol should be sold at any time. All alcohol must be removed at the end of the event or it will be disposed of.
- Do not leave food, decorations or personal equipment. Any items left will be thrown away.
- All trash accumulated during the event must be removed and taken to the dumpster located behind the Family Life Center and trash cans replaced with new liners.
- The user is expected to leave the facility reasonably clean and in the same condition it was prior to the event. Clean up any spills or trash on the floor.
- All lights must be turned off. The heat/air conditioning units must be set at:
 - A/C – 74
 - Heat – 68
- All exterior doors must be locked.

Following the event, the facility will be inspected. If clean-up is not sufficient, or if there are any missing or damaged items, the user will be contacted. Any grievous violation could lead to the loss of eligibility to use any of the parish facilities in the future.

Kitchen Guidelines

The primary use of the Family Life Center kitchen is for parish activities. A Kitchen Coordinator must be present for all events. A Kitchen Coordinator is someone who has completed the required training and is present to oversee all kitchen operations. All users of the kitchen must comply with the following procedures:

The kitchen must be completely cleaned and returned to its previous condition, as per the Kitchen Coordinator's inspection.

- Wash, dry & return all dishes and cookware to their designated space.
- Wipe out all sinks.
- Wipe down any appliances used.
- Clean all counter tops with a disinfectant cleaner.
- Clean table tops.
- Wash/dry all dish cloths and rags.
- Do not put leftovers in refrigerator or pantry UNLESS they are labeled and dated, AND are intended for a future, authorized event. Labels will be provided.
- Sweep/mop any spills.
- Remove trash to the dumpster and replace garbage can liners.
- Turn off all lights, set heat/air conditioning units to above outlined temperatures, and lock all doors.

St. Paul Family Life Center User Agreement

Groups and Organizations

I agree to comply with all requirements contained in the Family Life Center Guidelines. I agree to follow the policies and will ensure that all attendees follow them as well. Failure to do so could be considered a disregard of policy and could mean loss of facility usage.

I understand that I will serve as my group's contact person. If we do not maintain our meeting space satisfactorily, I understand that it is my responsibility to see that our space remains in satisfactory order and if not, I will be contacted by the Family Life Center Coordinator to rectify the situation. I understand that these requirements are solely for the benefit of St. Paul Catholic Church and the persons using the Family Life Center in order to provide for safe and proper usage of the facility and in keeping with our Christian values.

Signature Date

Contact Number _____ Email Address _____

Group/Organization _____

Area/Rooms to be used: _____
(If Applicable)

Day & Time for use _____

Beginning Date: _____ Ending Date: _____