



St. Mary of the Assumption Catholic Church LLC #238

P.O. Box 669, 1505 W. White Pine Canyon Road,
Park City, UT 84060
435-649-9676 Fax 435-658-0067

Policies & Procedures for usage of St. Mary's Facilities

- You must fill out a calendar request with the parish receptionist for each use of our facilities. You may list multiple dates if applicable.
- You must have on file an acknowledgement form for the Policies and Procedures outlined below. By signing the acknowledgement you are taking responsibility for the facility and space(s) that you utilize.

Upon approval of the request by the pastor you will be notified by the receptionist. Check online at <http://www.stmarysparkcity.com> (Calendar tab is on parish home page at top right) to ensure that your request and location are registered.

- A Certificate of Liability must be presented for an event or liability insurance may be purchased through St. Mary's for \$95.00 per day.
- Please check with Parish Secretary for breakdown of facilities fees.
- All usage maybe subject to custodial fees.
- You maybe asked to walk through the facility at a pre arranged meeting after your event to verify compliance with this agreement.

Fire Alarms

The Parish Center and Church are linked to a sophisticated alarm system connected directly to the fire department. Fire extinguishers are located throughout the buildings.

In the event of a fire alarm voice and light commands are immediately activated. The building is to be evacuated and participants are to be sent home. You should remain in/at the building to determine whether this is a false alarm and to assist the fire department. If a false alarm, explain its source to the fire department. Once the building is cleared by the fire department and deemed safe you may reenter the building. Clean up the building from your usage, turn off the lights and lock the building. The alarms within the building will continue until reset by someone trained to do so.

Your event is over.

Parish Center

- **The last group to leave the building each day is responsible for locking the exterior doors and turning off all lights.**
- **Do not move the piano. If you need to have it moved please so indicate on your request form.**
- **Do not sit on or place food items on the large wood table.**

Classrooms and Conference Room

- Please use only approved markers for White Board use. If you need such markers please request them from office staff in advance of your meeting.
- Use of Tape: Only the approved blue tape is allowed to be used in the classrooms. All other use of tape of any kind is strictly forbidden. You will be responsible for repair of any finishes that are damaged by the use of unapproved adhesives.
- Hanging anything from the ceiling grid is Not Allowed. If damage occurs you will be responsible for repairs to grid and replacement of ceiling tiles.
- After use, the classrooms need to be returned to their original 3 table and 15 chair configurations. Under no circumstance are tables and chairs to be removed from the facility.
- All counter tops and table tops need to be cleaned off and white boards need to be erased. Cleaning supplies are available in each room.
- Empty classroom non-food garbage into large containers located in the halls. Food trash must go to trash room.

No supplies should be left in the classrooms after use.

- All lights need to be turned off.
- Custodians need to be made aware of any vandalism or needed repairs. A form for this purpose is included among the cleaning supplies. The completed form should be left at the parish center reception desk.

Social Hall

- All social hall chairs must be returned to the storage room in the social hall after use. This storage room is NEVER to be locked because it is a fire access to the elevator.
- All tables must be returned to the storage areas located underneath the rails on the rolling carts.
- Tables should be wiped down before returning to their respective storage areas.
- The floor must be swept and dirt disposed of in the garbage cans.
- All non-recyclable garbage needs to be taken to the dumpster.
 - Please note the dumpster door will lock behind you and you will not be able to return through this door if it shuts behind you. You will have to exit the building and return through an entrance door.
 - Do not presume that the dumpster will be empty prior to your event. If you are having a large event and anticipate filling the dumpster you must note on your facilities request form that you will require an empty dumpster (\$75.00 surcharge.)
- No tape of any kind is allowed to be used on the social hall floors. If you need to put tape on the walls use only the approved blue tape available in the Break Room. All other use of tape of any kind is strictly forbidden. You will be responsible for repair of any finishes that are damaged by the use of unapproved adhesives.
- If the balcony rails are removed for your event they must be replaced after your event is over for safety purposes.
- The basketball hoops and door shades and movie screen are available for use. Arrangements to use them will need to be made in advance.
- Balls are to be returned to their storage bags.
 - Balls kicked toward the ceiling pose special dangers. If light fixtures are hit they shatter and fall on those standing below. You are responsible for the supervision of those using the hall for sport. You will be charged for broken light fixtures (\$300).

Kitchen

(Note: An approved kitchen coordinator must be assigned to your event if you are using any equipment in the kitchen. Contact Parish Office for details)

- All left over food must be removed from the building. The refrigerator, freezer and wet bar refrigerators are for storage PRIOR to your event.
- Non-recyclable garbage is to emptied in the dumpster.
- All parish dishes, glasses, utensils, silverware cooking items must be washed and returned to their appropriate storage locations.
- Prior approval must be obtained from the Women's group and Knight's for use of their kitchen or event items.
- All equipment (microwave, stove, ovens, sinks, surfaces etc.) in the kitchen must be cleaned and then checked by your assigned kitchen coordinator.
- The kitchen floor must be swept and Mopped after your event.

Special Equipment

You must be authorized to use any parish equipment (e.g. projection system, television/VCR/DVD) before your event. The equipment needs to be returned to the original place of storage after the event is over.

White Pine Canyon Church

- Please remember to observe proper respect whenever you are in the church it is to be honored as a place of quiet reverence. It is a place of prayer. Conduct conducive to prayer is expected.
- The altar is sacred. No candles, flowers or anything else should ever be placed on it.
- The Blessed Sacrament Chapel behind the altar is not to be used for storage. It is also sacred and needs to be honored with respect.
- All lights need to be turned off after your event. The master light switch is located at the front exit to the building
- The heat is controlled automatically. If you turn it on manually YOU WILL TURN IT OFF.
- Any dishes used during your event must be washed.
- You must be trained in the use of the coffee makers if you are using our coffee makers at your event. You must empty and rinse the coffee pots after use.

- Any special table set ups need to be taken down and returned to their storage locations.
- The sacristy and closet storage rooms must be locked at the end of your event.
- NO TAPE of any kind is allowed to be used in the church on any surface. You will be responsible for repair of any finishes that are damaged.
- Folding chairs used in the gathering space must be returned to their original storage location.
- The use of balloons or other helium-filled devices is prohibited
- No flower petals or leaves are to be spread inside or outside the new church or Old Town Chapel. They are not only messy and can stain the floor but are dangerous and increase risk of falling.
- Runners are unnecessary and dangerous, especially in the new church. No runners are permitted in either church.

Old Town Chapel Hall

- If using the kitchen area you must clean all items used and return to their original storage location.
- All tables and chairs must be washed down after your event. Chairs are to be stacked neatly in the storage closet. Tables stacked against the wall.
- Tables and chairs are not to be used offsite.
- Thermostat – return to 60 degrees when you leave the building.

Old Town Church

- Turn off lights (located in the breezeway) and sound system as necessary.
- Ensure that the sacristy doors and breezeway entry into hall are locked.

NOTES:

I acknowledged that I have read and understand all of the policies outlined above. I also understand that I am financially responsible any damage to the

building resulting from a failure to comply with the above policies during my event.

_____ (signature)
Responsible Party

_____ (print name)

_____ (Organization)

Dated: _____

Agreement will be kept on file at St. Mary's.

Update: 1/5/2016