

# **St. Mary of the Assumption Catholic Church LLC #238**

1505 W. White Pine Canyon Road, Park City, UT 84060  
435-649-9676 Fax 435-658-0067 Website: stmarysparkcity.com

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

- You must fill out a facilities request found on our website <https://www.stmarysparkcity.com/> under the *More Tab*. You may list multiple dates if applicable.
- You must have on file a signed acknowledgement form of this Policies and Procedures document. By signing the acknowledgement, you are taking responsibility for the facility and space(s) that you utilize.

Upon approval of the request by the Parish Administrator 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 General Liability naming St. Mary of the Assumption as an additional insured must be presented for each event. If you do not have general liability insurance you must request it on your facilities request which can be purchased on your behalf through St. Mary's at least two weeks before your event at a cost of \$95.00 per day.
- You must sign an Indemnity Agreement that holds the parish harmless in the event of damage or injury.
- All usage may be subject to custodial fees.
- You may be asked to walk through the facility at a pre-arranged meeting after your event to verify compliance with this agreement.

### **Fire Alarms**

The White Pine 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 facilities request form.
- Do not sit on or place food items on the large wood table located on the first floor of the parish center

## 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 painters' 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 using unapproved adhesives.
- Use the bulletin boards to hang things during your event. Nothing is to be pinned to the walls. Use of pushpins or tacks on the walls is prohibited.
- 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 or 4 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 located in the hallway to the administrative offices.
- No supplies should be left in the classrooms after use.
- No food items are to be stored in the cabinetry in the classrooms.

- All lights need to be turned off.
- Custodians need to be made aware of any vandalism or needed repairs, light bulb outages etc. 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.
- **NEVER** block the door to the fire access for the elevator located in the closet where chairs are stored.
- **All** tables must be returned to the storage areas located underneath the rails on the rolling carts.
- Tables and chairs 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.)
- Recycle garbage cans for plastic, glass and aluminum cans are in the large kitchen next to the social hall.
- 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 painters' 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 using 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 included on your facilities request.
- 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: You must go through Kitchen Usage procedures with a staff member **BEFORE** you event. Contact Parish Office for details)

- If this is a public event you must provide a copy of the health department permit to the Parish Administrator *before* your event. The Permit must be posted in the kitchen.
- Caterers staff must all have food handlers certificates with them to serve at the event.
- Appropriate Liquor licensing permits must be provided to the office for any public events serving Alcohol. Those serving must bring servers permits to serve alcoholic beverages. Include any notation of required permitting on your facilities request.
- For Parish Ministries, any un-opened alcoholic beverages must be stored in the locked refrigerator in the wet bar for parish ministry events. For all other events, any un-opened alcoholic beverages must be removed from the building. All opened alcoholic beverages must be disposed of at the end of your event.
- All left over food ***must be removed from the building.*** The refrigerator, freezer and wet bar refrigerators are for storage ***PRIOR*** to your event.
- If an event is a parish ministry all paper products must be stored in the storage room on the shelving where the chairs are stored.
- Non-recyclable garbage is to be 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 Office for any items that are stored in the kitchen. See Parish Administrator.
- 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.
- You must wash and return any cleaning rags used for your event.

### Special Equipment

You must be authorized to use any parish equipment (e.g. projection system, television/VCR/DVD, Microphones, sound cords) *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.
- Chairs used in the gathering space normally used for overflow seating during services must be returned to their configuration if used during your event.
- The use of balloons or other helium-filled devices is prohibited
- No flower petals or leaves are to be spread inside or outside the White Pine 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. 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.
- You must remove any garbage after your event take to dumpster in parking lot.
- 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 across from furnace closets.
- Tables and chairs are not to be used offsite.
- Turn off lights
- Report any items needing repair to Parish Administrator.

### 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:**

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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: 1/01/2022