

ST. ROSE OF LIMA
POLICY ON USAGE OF THE MARIA PARISH CENTER

Philosophy

The Maria Parish Center was built to enhance the spiritual, educational, cultural, and recreational needs of the parishioners and students of St. Rose of Lima Parish and School.

Priority of Users

- A. Church/religious functions,
- B. School Functions.
- C. School Athletic/Parish Youth Group Functions
- D. Parish member rentals.
- E. Outside Rentals.

Discouraged Uses

- A. Wedding Receptions are not permitted.
- B. Food or Beverage permitted only at School or Parish sponsored functions.
- C. Soda Machine is not to be installed.

Cost to Users

- A. Church/School/Athletic Functions - None.
- B. Outside Rentals -- Market Rate of \$25.00/hour.
- C. Rental to Bishop Guilfoyle High School and Altoona Parochial League 20% discount off Market Rate. (\$20.00/hour)
- D. Parish Members - 25% Discount (\$20.00/hour)

Other Rental Considerations

- A. All users of the facility use it "At their Own Risk".
- B. Damages during a rental are the financial responsibility of the renting party.
- C. Security/Damage deposit may required at the discretion of the Pastor or Facilities Manager.
- D. Reserved rentals not canceled at least 5 days prior to the scheduled rental will be billed even if not used.

Hours of Operation

- A. 8:00 a.m. to 10:00 p.m.
- B. High traffic events (leagues, shows, etc.) should not be scheduled during Bingo operating hours or during mass times or on Holy Days of Obligation to limit parking conflicts.

Scheduling of Facility - Who to Call

- A. Facilities Manager ~ Cathy Damiano (942-7835)
- B. Rectory Secretary ~ Leona Lanzendorfer (944-8509)
- C. School Secretary ~ Sandi Wesley (942-7835)

Scheduling of Facility - Advance Bookings

- A. Religious and School Functions can be scheduled as far in advance as the dates are known.
- B. School Athletic Functions may be scheduled during the 4th week prior to the start of a particular sport season. Example: Girls Basketball for 4th- 6th grade starts September 1. St. Rose School coaches will have priority scheduling the first week of August. Frequency and duration of rentals will be within guidelines established by the Athletic Association and School.
- C. Other rentals may be scheduled on a first come, first served basis based on availability after the prioritization period for St. Rose Athletics has expired. Rentals may not be booked more than two months in advance.

Billing for Facility Rentals

- A. Billing for facility rentals will be done on a monthly basis, Bills will be sent to and be the responsibility of the person booking the rental. Payment is due upon receipt of the invoice.
- B. Bills will be prepared and sent by the Parish Secretary.
- C. Payment of invoices will be directed to or forwarded to the Parish Secretary.

Access to Facility

- A. Access to enter the facility (other than church/school functions) shall be handled by the Facility Manager or his/her designee.
- B. Regular users of the facility such as School coaches (in season) may be issued keys to provide entry. Keys must be returned at the end of the season or rental period.
- C. A log shall be maintained of all keys issued including the signature and date of the recipient.
- D. The building shall remain locked at all times when not in use.
- E. The equipment room shall be locked at all times (with different key access than the door). Access will be provided on an as needed basis.

Responsibilities of the Facility Manager

- A. To maintain the schedule of the facility in accordance with this policy.
- B. To unlock and lock the facility for users.
- C. To maintain a schedule of designees to assist with item B.
- D. To make note and report any maintenance concerns to the maintenance staff, or in the case of urgency, the Pastor.

Responsibilities of Facility Users

- A. To maintain order and control of all occupants during the usage period.
- B. To maintain the general cleanliness of the facility (all trash disposed of properly, any spills or dirt/water tracked in are cleaned up promptly).
- C. Make sure that toilets are flushed if needed and that there is no running water in the restroom when leaving.
- D. Turn off all lighting when finished.
- E. To report any problems (damages, injuries, operational issues) to the Facilities Manager.