



Guidelines for Parish Center Building Use

We welcome Parishioners, Community Groups and other Organizations to make use our classrooms, conference rooms and Parish Center. The Church of St. Mary does, however, reserve the right exclude use of our facilities to groups that are opposed to our beliefs or may cause concern to anyone.

We are proud of our facilities and anyone who wishes to use them must adhere to our guidelines which are designed to ensure we keep our facilities beautiful and the integrity of our beliefs.

A. General Guidelines

1. Since the cost of maintaining our facilities is considerable, outside groups are requested to make donations in order to cover the expense of heating, cooling, and normal wear and tear. Please refer to the attached donation schedule.
2. The sale of tickets or collection of monies other than from free will donations is not permitted.
3. Gambling, lotteries and games of chance are not allowed.
4. Parishioners, Groups or Organizations desiring to use our facility must have an authorized person complete and sign the contract.
5. Any group, except those directly affiliated with the church, using our facility, unless specifically excused from the requirement, shall have a staff member of St. Mary's on duty and shall compensate that person at the minimum rate of \$100 for three hours, and \$25 per hour for any additional time required. That staff member will be responsible for the well-being of those involved and of the Church, will set up tables and chairs and take them down, and assist in all other areas as needed.
6. If a staff member of St. Mary's is not required, the Parishioner, Group or Organization using the building shall follow the guidelines regarding the securing of the building, clean up (including the removal of trash to the dumpster), turning off lights, and safety of the people.
7. Decorations – only freestanding decorations are allowed. No tape, glue, staples, tacks, pins or other fixatives are allowed. Masking Tape or Painter's Tape may be used to attach coverings to tables. All decorations must be removed as part of clean up. Rice, birdseed, confetti throwing, etc are not allowed within the building. Nothing is to be attached to the ceiling or ceiling tiles.
8. A tour of the facilities is required before any event.
9. Pianos shall not be moved without prior written permission.
10. Children shall be supervised at all times. At no time shall a child or children be left alone with a single adult or supervisor. Safe Church guidelines shall be followed.
11. A damaged deposit of \$150 is required. Deposits are held until inspection for damaged is completed. The user will be held accountable for damage other than from normal wear & tear. Damages not covered beyond the deposit will be the responsibility of the person signing the contract.
12. Reasons for forfeiting your deposit are:
 - a. Setting off the fire alarm
 - b. Damage to the outside premises
 - c. Damage to furniture, tables, etc.
 - d. Unauthorized access to rooms not included in the contract

- e. Any other damages during the use of the facility will be at the discretion of the Church of St. Mary
 - f. Not securing the building or cleaning up after use of the building (if a staff member is not required)
13. Arrangements to enter the building, outside the time reserved, must be approved.
 14. No smoking, alcoholic drink or pets are permitted.
 15. The telephone is for local calls only. The red button on the phones will dial 911.
 16. The maximum number of people allowed at any time must be observed.
 17. All persons involved in any organization's activity must stay within their designated area except for use of rest room facilities.
 18. Requests for changes or exceptions to these guidelines must be approved in advance. The Church of St. Mary will have final decision regarding requests for changes or exceptions.
 19. In case of emergency during building use, immediately call local authorities and emergency service by dialing 911 (red button on phones) and Ross Wilber (518-810-9867).

B. Guidelines for Use of the Kitchen

For the safety of the people and the facility, these guidelines must be followed when using the kitchen:

1. Use of the kitchen is by permission only. Please make sure that the Church Office knows that you will be using the kitchen and it is included in your contract.
2. The Church must know if you are using a caterer. You are responsible for leaving the kitchen clean and tidy after the event.
3. The kitchen should be left in the same condition that you found it.
4. The stove and kitchen appliances are not for public use, unless a Staff member of St. Mary's is present.
5. If you use the refrigerator, please take any leftovers with you after your event.
6. If you use sinks, please do not leave dishes there to soak. All dishes must be washed and returned to the cabinets.
7. Counter surfaces must be left clean.
8. If spills happen, do your best to clean it up and then notify the Church Office, in case additional cleaning is required.
9. All materials brought in by your group must be removed after use.
10. If you have any questions, please call the office at (518) 449-2232.