

St. Simon the Apostle Catholic Church

8155 Oaklandon Rd, Indianapolis, IN 46236 (317) 826-6000

Facility Policy

GENERAL GUIDELINES

St. Simon the Apostle Catholic Church facilities will be made available for parish, parishioner, and non-parishioner activities that are consistent with the mission and values of the St. Simon Catholic Church as listed below:

MISSION STATEMENT

We, the Catholic Community of St. Simon the Apostle, are prayerful and caring. As disciples for Jesus, our mission is to lead all people to encounter and receive His love. Together, we joyfully celebrate the sacraments, generously serve our neighbor and educate children, young people and adults in faith. We pursue God's unique plan for our growing parish and encourage and support each other on our journey to heaven.

STATEMENT OF POLICY

Our parish has been blessed with wonderful facilities to carry out the mission of the church. Therefore, proper oversight must be given to ensure that:

- Adequate facilities exist to effectively carry out the mission objectives and goals.
- Users exercise proper care and safety when using the facility.
- Such facilities are properly protected against loss or misuse.
- Wise stewardship is being expressed through energy conservation, cost reductions, safety measures and thorough clean-up of facilities after use.

QUALIFICATION FOR USE OF THE FACILITIES

Priority for the use of facilities shall be given to parish staff and organized groups that are a part of the ministry, organization, or sponsored activities of St. Simon Catholic Church as follows:

- 1st Priority - Liturgical/Sacramental Events
- 2nd Priority - Educational/School Events
- 3rd Priority - Faith Formation Events
- 4th Priority - Youth Ministry Events
- 5th Priority – Athletic Ministry Events
- 6th Priority - Parishioner Private Events
- 7th Priority – Outside Groups

Facilities/Usage Guidelines:

Church:

Mass and Liturgical events

Main Gym/Sims Center:

Monday thru Friday - Physical Education, assemblies, recess

Evenings/Weekends – Primarily for athletic events, however, the scheduling priority is used if there are multiple requests. See scheduling priorities on first page.

Feltman Hall:

Monday thru Friday 7:50am – 2:50pm - This area is set up for the School usage.

Afternoons and evenings -3:00pm – 10:00pm – used for large group meetings if all rooms in the Parish Life Center are booked.

Parish Life Center:

Funeral meals, meetings, adult classes/bible studies or events similar in nature. The Parish Life Center can be rented out for private events.

FACILITY REQUESTS

Requests for space for recurring programs and meetings will be scheduled on an annual basis and should cover the needs for the 11 month period beginning August 1 and ending June 30. (We reserve the month of July for Parish Maintenance; thus, no meetings are scheduled in July.) All facility requests for other meetings/events must be submitted for approval to the Business Office using a Facility Request Form available at www.saintsimon.org. Request for space can be submitted via email to the facility coordinator or delivered in person during regular office hours. You will receive email confirmation that your room has been reserved.

Normal operational hours for parish facilities are between 8:00am - 10:00pm. Any use outside these hours must be approved by the Pastor or the Parish Business Manager.

Parish facilities may be closed on recognized national holidays.

The parish alarm system is activated at 11:00pm. All staff and guests must be out of the building at that time!

Parishioners and parish groups who use the facilities for an activity or event may be assessed usage fees. The usage party must sign a waiver of liability form. The usage party must adhere to parish building usage rules regarding room reservations and building lockout time.

GENERAL USE GUIDELINES

Set up: Set up and decorating time will be the responsibility of the person/groups reserving the facility.

Cleanup: Cleanup is the responsibility of the person/groups using the facility. Before leaving the facility on the day of the event, the using party shall complete all items on the checklist form of the Facility Usage Form. All steps to restore the facility to its condition prior to use of the facility shall be made. Failure to do so will result in loss of damage deposit (if applicable). If the cost of the cleanup is more than the damage deposit, responsible party will be invoiced for remainder of amount incurred.

Liability: St. Simon the Apostle assumes no responsibility for any personal property of the renter, guests, or participant that is left behind after an event.

The applicant/renter agrees to show evidence of Certificate(s) of liability insurance prior to the date of the scheduled event.

The facilities will not be rented or used during any Masses on weekends or Holy Days.

Smoking: There will be a designated smoking area on the North side of the grounds by the dumpster area. Smoking is prohibited on all other areas of the grounds and inside any St. Simon the Apostle Parish Facility when school is in session or at any school or sporting events.

No signs, displays or material may be attached to or nailed against the walls, window glass, showcases, woodwork, draperies, blinds, curtains, ceiling grids, sprinkler heads or parish grounds.

No furniture or equipment (including musical instruments, stage equipment, audio-visual equipment, tables or chairs) shall be used or moved without approval.

Wedding Receptions/Special Events:

A facility contract will be required for all wedding receptions and special events. The serving of alcoholic beverages is prohibited unless permission is sought in the renter's application and a liquor liability certificate of insurance is provided. Any applicant serving alcoholic beverages must do so in compliance with all state and local laws including, but not limited to those regarding permits and licenses. The consequence of serving alcoholic beverages is the

responsibility of the applicant who agrees to hold harmless St. Simon the Apostle Parish and the Archdiocese of Indianapolis for any damage sustained to the parish premises as the result of any action by participants, guests and or spectators at the scheduled event. **When permission is granted only beer and wine may be served and must be confined to the interior of the building.**

Payment: The damage deposit of \$250.00 is due when contract is signed. Fifty percent of the rental fee is due ninety days prior to event and the balance week of the event.

KITCHEN GUIDELINES

The guidelines below have been established to keep the kitchen a healthy environment for all.

- All items in refrigerators and pantries are property of St. Simon and are not for general use.
- Paper products provided are for ministry use only and not private events.

Upon conclusion of your event:

- Please dispose of all leftovers. Do not leave any items you have brought in the refrigerator. Any food remaining in parish refrigerators will be disposed of.
- All equipment or appliances used must be returned to their proper place.
- Wash all dishes, utensils, and containers and return to proper storage area(s).
- Turn off stove and all other appliances.
- Clean trays in warming ovens if soiled.
- Wipe off all counters and work space.
- Clean sinks of all debris.
- Sweep and mop floor if necessary.
- Remove all trash to dumpster.
- Turn off lights when you leave and close all doors.

BUILDING ACCESS

Electronic Keys and access codes will be provided to the recognized leaders and representatives of the various parish-sponsored groups, organizations, councils or committees on a permanent basis.

- Users will be asked to sign a key receipt form.
- Lost keys will be subject to assessment of a lost key fee.
- Access codes shall be used only during authorized access hours.

- Users may not lend their electronic keys to any other person.

Users who have not been given permanent keys will be required to sign out a key from the Business Office during regular business office hours, Monday - Thursday 7:30am - 3:30pm. Signed out keys will be returned to the Business Office immediately after the conclusion of the scheduled meeting or event. Lost keys will be subject to a lost key fee.

Facility Usage Request Form

Name or Group: _____

Address: _____

Phone: _____ Cell: _____ E-Mail: _____

Contact Person: _____

Type of Event: _____

Date of Event: _____ Time of Event: _____

Set-Up Time: _____ Clean Up Time: _____

Special Notice: Each group is responsible for their own set up and clean up.

Facilities Required:

_____ Feltman Hall	_____ Cafeteria	_____ Kitchen
_____ Church	_____ Chapel	_____ Cry Room
_____ Gym	_____ Sims Center	
_____ St. John Vianney	_____ St. Elizabeth	_____ St. Francis
_____ St. Clare	_____ St. Benedict	

Access Code Needed: _____

Building Key (Electronic Intellikey)

_____ Door 4 (North Parish Door) _____ Door 16 (East Door by School Office)

Inside Keys:

_____ Kitchen _____ Feltman Hall _____ Cafeteria
_____ Parish Life Center

You must meet with Facility Coordinator to complete and sign request form and to discuss event details and fees (if applicable). Signature below indicates agreement to abide by the facilities policy and understanding of the responsibility associated with facilities use.

I hereby certify that the person/organization named above shall assume responsibility for any damage sustained to the facility premises, furniture, or equipment, resulting from the use of the facilities by the person using facilities and shall "Hold Harmless" St. Simon the Apostle from liability.

Signed _____ Date _____
(Event Representative)

Approval _____ Date _____
(Facility Coordinator)

Facility Usage Checklist Form

The facility must be checked before the organization representative departs to determine cleanliness and /or damage.

Event Representative _____ Date _____

Feltman Hall/Cafeteria

- ____ Tables and chairs wiped down and put away
- ____ Trash dumped outside and re-line trash cans
- ____ Floor swept or mopped; spills mopped
- ____ Lights turned off

Kitchen

- ____ Trash dumped outside and re-line trash cans
- ____ Floor swept or mopped; spills mopped
- ____ Lights turned off
- ____ Repairs Required
- ____ Dishes, pots & pans, serving pieces washed and put away
- ____ Coffee, water pitchers cleaned out and stored
- ____ Ranges and warming oven turned off
- ____ Supplies/Accessories returned to proper place
- ____ Dirty/Wet dishtowels taken home to be laundered

Library/Parish Conference Room/Cry Room/Parish Center Meeting Rooms

- ____ Make sure all tables/chairs are returned
- ____ Lights off/doors closed

Church/Chapel

- ____ Lights off/doors closed

Repairs/Supplies Required _____

General Comments/Questions _____

Signature of Event Representative Date _____

Signature of Facility Coordinator Date _____