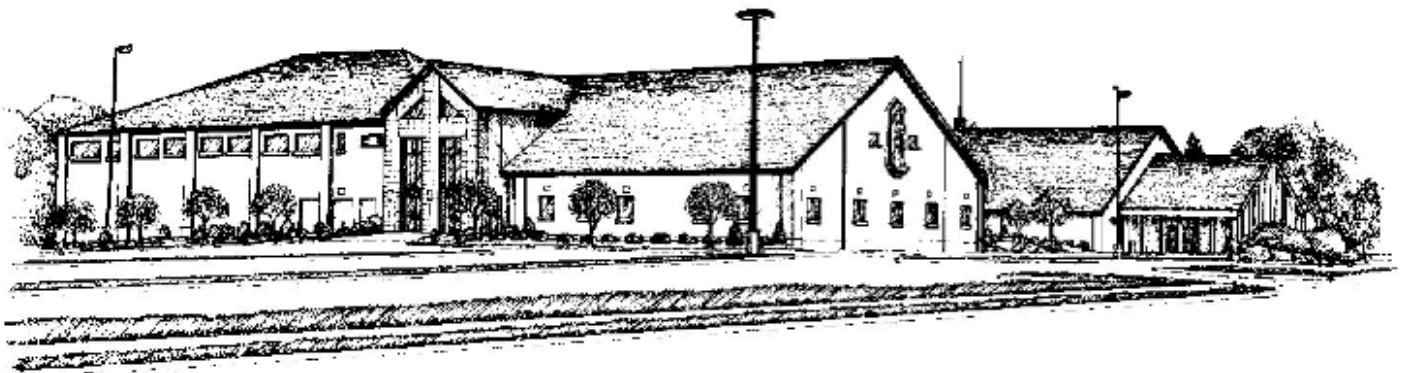


# BUILDING USE POLICY



700 West Bridge Street  
Wausau, WI 54401



**Final Draft**  
**Revision 11**  
**July 29, 2015**

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# Parish Statement: “Living the Gospel with Love and Courage”

## 1. POLICY AND MANAGEMENT

- A. The Building Use Committee reporting to The Administration Commission of the Parish Pastoral Council, and the Pastor is responsible for establishing policies governing the use of the parish facilities, furniture, and equipment.
- B. The Pastor has overseeing responsibility for the day to day management and approval of the use of parish facilities, and delegates appropriate responsibilities according to Job Descriptions.
- C. Disputes with policy or with administrative decisions may be brought to the Building Use Committee and reported to The Administration Commission of the Parish Pastoral Council.

## 2. PRIORITIES

Priorities for the use of the facilities, furnishings, and equipment will be determined in the following order:

- A. The worship, sacramental, educational, pastoral, social and administrative work of the parish collectively take precedence over other uses of the building.
- B. Individuals and groups related to the Parish and its mission can request use of the building. Decisions on its use will be at the discretion of the Pastor.

## 3. SCHEDULING

- A. The use of all the facilities, including Furniture and Equipment, is scheduled through the Office Manager during regular office hours.
- B. Scheduling requests need to be submitted, minimally, ten business days before the event.
- C. St. Anne Parish reserves the right to substitute suitable meeting rooms that will satisfy the requesting group’s needs. Scheduling conflicts will be resolved by the Pastor and the Building Use Committee.
- D. Scheduling outside normal operational hours is permitted provided that the staff person connected to the scheduled event assumes responsibility for duties, such as, clean up, opening and locking up as required, etc... Security and safety will also be the responsibility of the assigned staff person.

## 4. INSURANCE REQUIREMENTS

Facility Renters have two insurance options:

- A. Apply for Special Events coverage from the Diocese of La Crosse.
- B. Provide the parish with a certificate of insurance, which states that the liability insurance coverage is \$1,000,000 at a minimum. Additional insured are the Diocese of La Crosse, the current Bishop of the Diocese of La Crosse and St. Anne Parish, Wausau, Wisconsin 54401; St. Ambrose Financial Services Inc. P.O. Box 4004, La Crosse, WI 54602-4004. Refer to a sample copy that will be provided when request is made.

## 5. USES DISALLOWED

- A. Partisan political gatherings.
- B. Any activity not consistent with the mission and best interests of St. Anne Parish.
- C. Commercial activities and for-profit enterprises.

D. Activities contrary to civil law, canon law, or the policies of the Diocese of La Crosse.

## 6. SMOKING

The entire facility of St. Anne Parish is designated as a smoke-free environment. Smoking is prohibited in church, school and rectory. Smoking is permitted outside where proper disposal facilities exist.

## 7. ALCOHOLIC BEVERAGES

St. Anne Parish permits the responsible use of alcoholic beverages on its premises according to the following conditions:

- A. Alcoholic beverages shall be limited to only wine and beer. A separate security deposit will be required upon scheduling an event where alcohol is served.
- B. For appropriate events described in 2. B, and sponsored by parish members, the applicant must:
  - a. Submit an application for serving alcoholic beverages to the Pastor at least sixty (60) days prior to the event, for pastor approval.
  - b. Pay the cost of a security officer(s) hired by the parish, if required.
- C. Alcoholic beverages may be made available only to persons, who have attained the legal drinking age of twenty-one.
- D. Alcoholic beverages are to be served in moderation.
- E. No alcoholic beverages will be served after the close of the event.
- F. It is the responsibility of the facility renter to provide a safe ride to those who need it.

## 8. FOOD AND BEVERAGES

Ordinarily, food and beverages may be served and consumed only in the designated areas. These are: kitchens, Youth Room, Fireside Room, South Hall, Fischer Hall, pre-school rooms, McKillip Hall, meeting rooms, and outside areas used by attendees. Special circumstances may allow use of the gathering spaces of the church. A designated person must be present to take responsibility for supervision and clean-up.

## 9. FUND RAISING

- A. All sales of items for the purpose of raising funds must be approved by the Pastor prior to the event.
- B. All fund raising must conform to the policy of St. Anne Parish and The Diocese of La Crosse.

## 10. RESPONSIBILITIES OF USERS

- A. Abide by the facility use policies.
- B. Use only the room(s) assigned.
- C. Take reasonable care of parish facilities, equipment and furnishings.
- D. Supervise members of the user group and prohibit inappropriate behavior.
- E. Provide general clean-up and order of the facility after use.
- F. Pay costs to repair or replace damaged or missing property and other costs incurred by the parish as a result of non-compliance with its policies.
- G. Notify the parish office by noon the day of your event if you are not able to keep your event. Call the office as soon as you are able to and leave a message.

## 11. DECORATION

- A. No decoration may be affixed in any manner that would damage any painted-or varnished surfaces (e.g. walls and doors) or ceiling tiles.
- B. Decorations must be removed immediately at the conclusion of the event unless other arrangements are agreed to by The Maintenance Manager.
- C. No confetti or glitter may be used.

## 12. SECURITY

- A. The Parish provides staff to open and close specific areas of the building for scheduled use. Keys are assigned. A record of key assignments to individuals is kept through The Maintenance Manager.
- B. The Parish Office Manager will instruct users of the location of fire extinguishers and closest emergency exits when using the facility.

## 13. SUPERVISION OF YOUTH

- A. Responsible adults must be present and in charge at all times when youth of 18 years of age or younger are using the facilities. Safe Environment rules are to be observed at all times.
- B. Adult supervision to children ratios:

A minimum of at least 2 adults must be present at all times.

The following minimum adult-to-child ratios must be observed:

<u>Age of child</u>	<u>Adult: Child</u>
-Less than sixteen months	1: 4
-At least sixteen months old	1: 7
-At least 33 months old but has not attended first day of kindergarten	1: 10
-Has attended first day of kindergarten and older	1: 15

## 14. FACILITIES

### A. WORSHIP SPACE

- a. The Worship Space is dedicated to the celebration of liturgy and communal prayer. Hand held candles may be used for special liturgies. Children, who are properly supervised by an adult, may participate.
- b. The Worship Space may also be used for special assemblies and performances of an appropriate nature which have been authorized by the Pastor in consultation with the Sacred Worship Commission.
  - i. The use of Worship Space must be approved by the Sacred Worship Commission.
  - ii. Non-worship events may not be scheduled between the first and the last liturgies on weekends and Holy Days.
  - iii. Program content, manner of dress and style of presentation must be appropriate to the special character of the Worship Space and its environment.
  - iv. No refreshments may be consumed in the Worship Space.
  - v. No fee may be charged for admission or attendance. A free will offering may be taken up.
  - vi. A member of the staff must be on site to provide essential services and to operate all parish equipment.
  - vii. The user of the Worship Space is responsible for the proper care, cleaning and

restoration of the Worship Space to the condition and configuration present before the event. Changes in church furnishing or environment must be discussed with and approved by the parish Sacred Worship Commission.

viii. The user is liable for all damages caused.

**B. GATHERING SPACE**

- a. Gathering spaces are defined as the space to the rear of the church on the south side and the west gathering space.
- b. These areas should remain devoted to providing the space for fellowship before and after mass and at other appropriate times throughout the year.
- c. These spaces should be used to allow the worship space in the sanctuary to be a place of prayer and celebration of the Eucharist.

**C. KITCHEN**

- a. Kitchen equipment and utensils may be used by parish groups. Kitchen consumable supplies and food products are to be used only by official parish ministries.
- b. The user is responsible for the clean-up of the kitchen(s) being used.
- c. All food items brought in must be removed from the premises on the day of the event. Any exceptions must be approved by the Maintenance Manager.

**D. MCKILLIP HALL**

- a. Proper footwear must be worn for sporting events.
- b. No beverages allowed in multi-purpose room unless prior approval has been granted, when the event was scheduled.
- c. All furniture used on the wood floor must have proper protective coverings on the parts of the furniture touching the floor.
- d. If the event is a non-sporting event, the floor covering must be set up and taken down by the custodial staff. Extra time will need to be included in the set up and take down, along with, the cost of set up and take down.

**E. RECTORY**

The Rectory is reserved for living space for any priest(s) assigned by the Bishop of La Crosse Diocese to St. Anne Parish.

**15. EQUIPMENT/FURNITURE**

- A. Equipment / Furniture owned by St. Anne's Parish can be removed from the facility with prior authorization of the Maintenance Manager/Pastor.
- B. Individuals or groups will request the Equipment / Furniture using an Equipment Use Form that can be obtained from the Parish Office Manager.
- C. Individuals or groups using this Equipment/Furniture will be responsible for any damage outside of normal wear that occurs to the loaned Equipment/Furniture.
- D. Use of Parish equipment: must be arranged before the event and is to include proper training.
- E. There will be a security deposit required for any equipment/furniture loaned from the Parish.

**16. DISCLAIMERS**

St. Anne Parish is not responsible for lost, stolen or damaged personal property.

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