

St. Andrew Church Community Life Center Policies & Procedures

OVERVIEW

The Community Life Center (CLC) is a facility designed for use as

1. A physical activity center (gymnasium) for St. Andrew School;
2. A meeting and activity space for recognized groups of St. Andrew's parishioners;
3. A space for worship and liturgy, if necessary.

PRIORITIES for use of space:

GYMNASIUM

St. Andrew School - Monday through Friday 8:30 AM – 6 PM during the School Year

Additional after school activities include but are not limited to:

Basketball – season runs mid November to end of February

Practice is held 3 – 4:30 PM; Home Games are 5:15 to 8:15 PM

Volleyball – season runs early September to mid October

Practice is held 3 – 4:30 PM; Games are 5 – 6 PM

Cheerleading – runs concurrently with Basketball

St. Andrew Parish Organizations/Ministries

St. Andrew Parishioners

MEETING ROOMS

Religious Education

RCIA

Parish Boards and Committees

St. Andrew's Women's Club

St. Andrew Ministries

St. Andrew Organizations

Knights of Columbus

Ancient Order of Hibernians

Parishioner Requests

POLICIES

Parish Secretary in consultation with the School Secretary will be responsible for maintaining annual Calendar of Building Usage.

Fiscal year will be used for reservations.

All building usage must be pre requested and approved using "Room Reservation Form".

Reservations can be submitted for the entire year for specific space and functions by St. Andrew School and St. Andrew Parish Organizations and Ministries i.e. RCIA, Adult Education, Women's Club, Knights of Columbus, Ancient Order of Hibernians. Other usage requests can be made up to six months in advance but no later than two weeks prior to the event.

In the event of conflicts in scheduling space, the Pastor in consultation with the School Principal will make final decisions.

If event is cancelled after space has been reserved, notify the Parish Secretary to have it removed from the calendar.

PROCEDURES

1. Responsible Person (representing Parish Organization or Group) submits "Room Reservation Form" to the Parish Secretary. Parish Secretary assures Form is completed correctly and signed, determines if space is available, consults with School Secretary if necessary, and allocates space.
2. Special set up of the facility according to needs indicated on "Room Reservation Form" is the responsibility of the Property Manager.
3. The facility must be left in the same condition as found i.e. trash removed, tables and chairs returned to original setup, lights turned out
4. If Kitchen Facilities are used, additional responsibilities are delineated under heading "Use of Kitchen Facilities".
5. The Responsible Person (representing Parish organization or Group) will be responsible for unlocking the building, assuring facilities are returned to original set-up and appropriate cleaning accomplished, and assuring all lights are out and the building secured after everyone has left.
6. A Building Usage Checklist **must** be completed by the Responsible Person and left in the designated place. The Building Usage Checklist will be reviewed by the Property Manager at the earliest opportunity.

**FAILURE TO ADHERE TO POLICIES AND PROCEDURES
COULD RESULT IN FORFEITURE OF PRIVILEGE TO USE THE FACILITIES.**

GENERAL GUIDELINES

ALCOHOL: The intended use of alcoholic beverages must be acknowledged when signing the “Building Usage Request Form”.

APPROPRIATE DRESS: Appropriate dress for activities is expected at all times. Rubber soled, non-scuffing shoes designed for indoor athletic use are to be worn for active play in the gymnasium.

BEHAVIOR: Behavior that is inconsistent with the mission of St. Andrew Parish, including abusive or profane language and violent behavior will not be tolerated at any time.

DECORATIONS: None without prior approval. Nothing is to be attached to any wall unless prior approval has been granted.

ENTRANCE: Enter the facility through the main door.

FOOD & REFRESHMENTS: Food & Refreshments are allowed in the kitchen, in meeting rooms, in the gathering space, and in the gymnasium only for designated meals and reception functions.

NO FOOD OR DRINK IS TO BE TAKEN OUTSIDE OF THE DESIGNATED EATING AREAS.

HARMFUL OBJECTS OR INSTRUMENTS: Any object or instrument harmful to persons will not be allowed in the Church, Community Life Center, or the parking lot. This includes, but is not limited to, skate boards, skates and roller blades. No concealed weapons are allowed.

HEATING/AIRCONDITIONING: Thermostat controls in the Gymnasium are to be adjusted only by the Property Manager. Thermostat controls in the Meeting Rooms may be adjusted but must be returned to original setting before leaving the premises.

LOITERING: Loitering and behavior not in harmony with the mission of St. Andrew Parish are not permitted in the parking lots. Children are not to be left unattended in the parking lots or inside the building. Parents and law enforcement personnel will be called as necessary.

LOST & FOUND: Items not claimed within two weeks will be donated to appropriate community service agencies or discarded.

NO PETS: No pets will be allowed in the building, except seeing-eye dogs.

NOISE: Noise levels must be in compliance with City of Myrtle Beach ordinances.

REQUIRED INSURANCE FOR NON-CHURCH EVENTS: The Diocese of Charleston requires that an insurance policy be taken out for any non-church events i.e. wedding receptions. The cost of this policy is \$110.00, obtainable through the Diocesan insurance company. **Funeral receptions** are considered by the Diocese to be an extension of a church function and do not require insurance coverage.

RICE, CONFETTI, ETC.: No rice, confetti, bird seed, or similar substances may be thrown anywhere inside or outside church or Community Life Center property.

SMOKING: This is a smoke-free facility and smoking will not be permitted anywhere in this facility, including the restroom areas. There are designated areas outside the facility where smoking will be allowed.

SUPERVISION: All children/students must be directly supervised by an adult. No running wild.

TELEPHONES: Phones in the facility are to be used only by authorized personnel or with the permission of same.

ZERO TOLERANCE FOR ANY DRUGS, WEAPONS, VIOLENCE

EQUIPMENT (INCLUDING AUDIO VISUALS)

All facility equipment is to be checked in and out through the Property Manager.

Individuals or groups who check out Community Life Center equipment or use Community Life Center property will be responsible for such if damaged, lost, destroyed or stolen, and/or any property damage.

Only sports equipment provided by the Community Life Center may be used.

USE OF KITCHEN FACILITIES WITH MEETING ROOM USE

The kitchen facilities are available for users of the meeting rooms for simple refreshments.

The following supplies are routinely stocked:

Coffee Pots – 12 cup, 30 cup, 60 cup, 120 cup

Small coffee carafes

Disposable Supplies

Cold drink cups

Hot drink cups

Small plates

Large plates

Soup bowls

Napkins

Plastic spoons, forks, knives

Stirrers

Coffee

Tea bags

Sweeteners

Powdered creamers

Salt & pepper shakers

Appropriate cleaning supplies

Any additional supplies/foodstuffs are the responsibility of the user.

All such supplies/foodstuffs must be removed prior to vacating the premises.

CLEAN UP

All individuals/groups are required to:

1. Replace all supplies in designated places
2. Empty, wash and dry coffee pots and replace where found.
3. Place all trash in designated containers
4. Wipe sinks, counters and any spillage on floors
5. Assure that facilities used (kitchen, meeting room gymnasium, commons area) are left in the same condition as found.

SPECIAL SITUATIONS

Funerals

Use of facilities for receptions following funerals will be handled on an individual basis contingent on availability of space.

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