



BUILDING USE POLICIES

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1. PURPOSE STATEMENT

- A. The Building use policy is designed to help groups and ministries understand that the space and environment at Lumen Christi is used by many different groups at many different times. The goal of this document is to ensure that ministries and events take place without being in conflict with other groups, ministries and the over all mission of Lumen Christi

- B. The mission statement of Lumen Christi Catholic Community is the following:

To be the Light of Christ in the World

2. POLICY AND MANAGEMENT

The Pastor and Parish Director are responsible for the day to day management and approval of the use of parish facilities, furniture, and equipment.

3. PRIORITIES

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

- A. The work of the parish: worship, sacramental, educational, pastoral, social and administrative collectively takes precedence over other uses of the building. Funerals receive special consideration and priority. A good effort will be made to accommodate a scheduled event in an alternative space.

- B. Individuals and groups closely related to the Parish or its mission may use the building by special agreement. These include the following categories:

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- a. Archdiocesan and deanery groups
- b. Catholic Organizations
- c. Certain self-help groups
- d. Parishioner anniversaries
- e. Ecumenical, cultural, civic, or educational organizations whose purposes and activities are consistent with the mission Lumen Christi Catholic Community

4. USES DISALLOWED

- A. Partisan political gatherings.
- B. Family reunions, graduation parties, wedding receptions, etc.
- C. Any activity not consistent with the mission and best interests of the Catholic Community of Lumen Christi.
- D. Commercial activities and for-profit enterprises.
- E. Activities contrary to civil law, canon law, or the policies of the Archdiocese of St. Paul and Minneapolis.
- F. The use of furnishings and equipment off parish premises.
- G. Building use for outside groups will not be scheduled from Saturday 3pm to Sunday 2pm because of Masses
- H. No outside fundraisers.

5. SMOKING

The entire facility of Lumen Christi Catholic Community is designated a smoke-free environment. Smoking is prohibited in every part of the building and grounds. This includes the use of e-cigarette devices.

6. ALCOHOLIC BEVERAGES

Lumen Christi Catholic Community permits the responsible use of alcoholic beverages on its premises according to the following conditions:

- A. Alcoholic beverages shall be limited to wine and/or beer.
- B. The use of alcoholic beverages must be approved by the Pastor or Parish Director.
- C. For events not sponsored by the parish, a staff person must be on premises. Our insurance carrier requires a bartender and police officer(s) not associated with the event itself to be on the premises during the event. The police officer(s) must be paid by the renter. (A 4-hour minimum block of time is required no matter length of the event).
- D. The parish needs to have a certificate of insurance “naming Lumen Christi as additionally insured”. “Certificate holder” is not sufficient for our insurance needs.
- E. Alcoholic beverages are to be served in moderation.
- F. No alcoholic beverages may be served after 11:00 PM.

7. SCHEDULING

- A. The use of the facilities is scheduled through the Office Manager during regular office hours and can be found online. The use of the Worship Space must be approved by the parish Liturgist and Music Director prior to scheduling.
- B. Scheduling takes place on a yearly basis beginning July 1 through June 30.
- C. Lumen Christi Catholic Community reserves the right to substitute suitable meeting rooms in the event of scheduling conflicts.
- D. Scheduling outside maintenance hours is permitted provided that the staff person connected to the scheduled event assumes responsibility for custodial duties:

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emergency clean up, lock up or unlocking of doors, as the case may be and security and safety.

8. FEE SCHEDULE AND PAYMENT PROCEDURES

- A. The fee schedule and payment procedure will be established by the Parish Director on a fiscal year basis.
- B. The Parish Director is responsible for managing the accounts payable.

9. 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. Costs associated to repair or replace damaged or lost property and other costs incurred by the parish because of non-compliance with its policies.

10. DECORATION AND MOVEMENT OF PARISH FURNISHINGS

- 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 following the conclusion of event.
- C. Please do not remove any current paintings/Décor. Coordinate with maintenance beforehand for insurance purposes.
- D. The temporary wall in the community room can only be moved by maintenance staff

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11. SECURITY

- A. The Parish will provide times to open and close specific areas of the building for scheduled use.
- B. This facility is under 24/7 camera surveillance.
- C. Please do not allow someone not associated with an event into the building during your time here.

12. SUPERVISION OF YOUTH

- A. Responsible adults must be present and in charge at all times when youth of high school age or younger are using the facilities. Adults must have a current Background Check(s) and Code of Conduct and Virtus on file.
- B. The following minimum adult-to-child ratios must be observed:

Age of child	Adult: Child
less than sixteen months	1: 4
at least sixteen months old but less than 33 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

13. WORSHIP SPACE

- A. The Worship Spaces are dedicated to the celebration of liturgy, personal prayer and communal prayer.
- B. The Worship Spaces may also be used for special assemblies and performances of an appropriate nature which have been authorized by the liturgy staff.
 - a. The use of the Worship Spaces must be approved by the Parish Liturgist.
 - b. Non-worship events may not be scheduled between the first and the last liturgies on weekends and Holy Days.
 - c. Program content, manner of dress and style of presentation must be appropriate to the special character of the Worship Spaces and its environment.
 - d. No refreshments may be consumed in the Worship Spaces.
 - e. No fee may be charged for admission or attendance. A free will offering may be taken up in the adjoining Gathering Area.
 - f. A member of the staff must be on site to operate all parish equipment if needed.
 - g. Use of portable microphones is limited to parish staff, lectors and special guests. Use of these items should be approved by the Music Director prior to event day.
 - h. The user of the Worship Space(s) is responsible for the proper care, cleaning and restoration of the Worship Spaces to the condition and configuration present before the event. Changes in church furnishing or environment must be discussed with and approved by the Parish Liturgist.
 - i. The user is liable for all damages caused by negligence, misuse, or willful destruction.
 - j. Any non-parish organization using the Worship Space(s) must sign a contract with the Parish Director and provide a certificate of liability insurance naming the parish as an additional insured.
 - k. A user fee to defray overhead may be asked of non-parish organizations.

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14. KITCHEN FOOD AND BEVERAGES

Food and beverages may be served and consumed in the Community Room, conference rooms and outdoors. A designated person must be present to take responsibility for supervision and clean-up.

- 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. *See attached clean up check list*
- C. The use of the proper dishwasher(s) are required: For smaller events use the smaller dishwasher and for larger events please use the larger industrial dishwasher.
- D. All garbage must be removed from kitchen and Community room and placed in dumpster outside the kitchen.

15. DISCLAIMERS

- A. The use of the parish facilities does not necessarily imply endorsement by the Parish of the user's philosophy or beliefs.
- B. Lumen Christi Catholic Community is not responsible for lost, stolen or damage to personal property including items left in vehicles.
- C. Permission to use the space does not guarantee future use of the space.

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✓ Kitchen Checklist

COFFEE AREA

Clean coffee maker and turn it off

Wipe around coffee maker

Rinse coffee pots, wipe outsides (do not run through dishwasher) and return them to storage area

DIWASHING AREA

Make sure all dishes are washed. Silverware is flipped and washed twice

Run bus tubs through dishwasher, if used

Run garbage disposal

Drain dishwasher and clean out strainer

Wash out sinks and squeegee counters

Turn off dishwasher

COMMUNITY ROOM

Remove all tablecloths. Fold clean tablecloths and put back in storage bin. Wash soiled tablecloths. Do not take them home to wash unless you have permission to do so

Wipe off tables and chairs

Pick up any trash left behind and vacuum or use sweeper on large spills

GENERAL KITCHEN

Sweep and mop any spills on the floor

Wipe down stoves/oven/griddle and run stove grates through dishwasher if needed

Empty all carts

Wipe down doors on freezer and refrigerator

Wipe down all counters

Clean out all sinks. Dishes should not be washed on the food prep side of the kitchen

Take out garbage and put new trash bags in bins

Put all dirty towels in hamper and wash them if there is a full load. Do not take them home unless told to do so.

Remove all food from refrigerator. If you plan to leave it for someone else and have communicated it with them, please make sure it is wrapped and marked.

Turn off all lights in the kitchen and storage areas

LEAVE THE KITCHEN AS CLEAN OR CLEANER THAN YOU FOUND IT. THANK YOU!