

**ST. BRIGID OF KILDARE
MSGR. HENDRICKS PASTORAL HALL
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614-761-3734**

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I. GENERAL GUIDELINES

A. PURPOSE

Msgr. Hendricks Hall (MHH) at St. Brigid of Kildare Church will be made available for Parish, Religious Education Program and Elementary School sponsored events and activities that are consistent with the mission and values of MHH:

“Msgr. Hendricks Hall: Where we bring the Gospel message to life in our community.”

B. QUALIFICATION FOR USE OF THE FACILITIES

1. Priority for the use of the facilities shall be given to Sacramental Preparation and organized groups that are a part of the ministry, organization, or sponsored activities of St. Brigid of Kildare Church, Religious Education Program and Elementary School as follows:

- a. Sacramental Preparation
- b. committees, councils, groups and programs on a first-come basis

2. The facilities and equipment of MHH will be made available only to sponsored groups that meet the following qualifications:

- a. Groups whose general objectives are in harmony with the principles and objectives of St. Brigid of Kildare Church.
- b. Groups that are willing and able to take responsibility for their activities and for the facilities and equipment which they wish to use and are willing to abide by the rules of conduct, stated herein.

3. MHH reserves the right to cancel any use agreement at any time if a group is not in compliance with St. Brigid of Kildare’s mission, Protecting God’s Children, Background checks and fingerprinting of volunteers and *The Facilities Use, Policies & Procedures Guidelines*.

C. OPERATIONS

1. Building Access

Keys Card access may be provided to the leaders of the various parish committees on a temporary basis. Arrangements will be made for key card pick-up and return through the parish office. Only parish office staff will be furnished with key cards to the separate Office and Administration area.

2. Building Hours

Facilities are available between 9:00 a.m. – 9:30 p.m. Any use outside these hours must be approved by the Pastor.

3. Scheduling of Meetings or Events

Meeting or event scheduling will be handled through the parish office. Office hours are 8:30 a.m. to 12:00 Noon and 1:00 to 4:30 p.m. Monday through Friday. Scheduling requests should be made on a *Facility Request Form*. The meeting/event is not confirmed until a confirmation email or phone call to the contact person is received from the parish office.

4. Reservation Form

When a reservation request is made, a copy of the *Facility Use, Policy and Procedures* shall be given or sent by the parish office to the requesting group. The event will be put on the church calendar once the *Facility Request Form* is completed and approved by the parish office.

D. ALCOHOL BEVERAGE POLICY

The serving of alcoholic beverages is prohibited in MHH. There may be exceptions if arrangements have been made prior with the Pastor.

E. NON-SMOKING POLICY

All in-door facilities are designated non-smoking.

F. INTERIOR USE GUIDELINES

1. Groups are restricted to only those areas of the building it has reserved. Children must be under adult supervision at all times! They are not allowed to run through the building or enter areas not reserved for their event.
2. There shall be no illegal drugs allowed in the buildings or on the grounds.
3. There shall be no alcoholic beverages allowed in the buildings or on the grounds unless PRIOR arrangements have been made.
4. Smoking is prohibited in all inside facilities.
5. Food and beverages will be permitted in MHH: Immke Room, Room B and Berry Room and Gathering Area. *If food and beverages are served, absolutely no red or purple liquid is permitted anywhere in the building (i.e. grape juice, grape punch or soda, red or purple sports drinks, Hawaiian Punch, etc).*
6. Food or beverages are not permitted in the Nursery.

7. Table cleanup, sweeping, mopping, putting trash in the dumpster, etc. is the responsibility of any group serving food and beverages.
8. Any group using a room must return table and chairs and all fixtures to their original position after use.
9. Church audiovisual equipment, tables, and chairs, etc. are available only on request.
10. Restrooms must be kept clean.
11. The Catering Kitchen is designed mainly for warming purposes. Major food preparation should be done off premises. Refrigerator, freezer, stove, dishwasher and sink must be left clean. See *Kitchen Use Rules* attached.
11. There shall be no furnishings of any kind removed from the building without permission.
12. Do not use nails, screws, tape, or permanent hardware on any wall or door (inside or outside). When hanging posters, signs, etc. from cork-strips, use push-pins or thumb tacks only.
13. The use of glitter, confetti, decorative table confetti or other similar materials is prohibited.
14. All cleaning supplies must be returned to their original place and all mops must be thoroughly rinsed and stored properly.
15. All lights must be turned off and all doors locked securely upon departure. Please make sure no one else is in the building before leaving.
16. Equipment, furnishings, decorations, food/beverage containers, cutting devices, pens, markers, paints or glue may not be used in any way that would cause any surface, fixture, or furnishing to be marred or damaged.

G. EQUIPMENT, FURNISHINGS, AND SUPPLIES

1. Church owned equipment (tables, table coverings, chairs, audio visuals, kitchen equipment which includes utensils, pots, plates, punch bowls, coffee pots, etc.) shall not be taken from the church for any personal use.
2. Due to difficulties in moving equipment, groups are restricted to using the equipment (tables, chairs, etc.) found in the same area they are using. A list of equipment and room capacities is available in the parish office. In some instances special arrangements can be made to move equipment.
3. No opening and/or closing of the partitions between the Immke Room, Room B and the Berry Room. Authorized personnel only will open and/or close said partitions.

4. The use of sound or audiovisual equipment is only by specific authorization and by persons trained in the operation of the equipment. *The reservation of an area does not construe permission to use the sound or audiovisual equipment.*
5. Technical support is not provided with the audiovisual equipment. The computer is equipped with Microsoft Word and PowerPoint.
6. In the event of damaged or broken furniture or equipment, replacement in kind will be required by the group using the facility.

H. SET-UP

1. Groups using the facility Monday-Friday will have limited assistance with set-up for their event.
2. Audiovisual equipment is available if requested 48 hours in advance of event.
3. Furnishings and equipment shall not be moved from one reserved space to another without prior approval. If approved, all should be returned to its proper place.
4. Posters, decorations, etc. shall not be attached to walls or ceilings except on the cork-strip.

I. CLEAN-UP

1. All groups using the facility shall be responsible for cleaning up the space.
2. All furnishings and equipment shall be arranged or returned to their "ready status".
3. The space shall be left clean and all trash or garbage shall be disposed of in the dumpster.

J. GENERAL CONDITIONS

1. Each group and its sponsor are to ensure that proper behavior and conduct are maintained during the use of our facilities.
 - a. A competent leader 21 years of age or over must be present during all hours of negotiated use.
 - b. All youth groups shall require adequate adult supervision.
 - c. Smoking, use of smokeless tobacco, drugs, violent behavior, abusive language, and other forms of detrimental conduct are prohibited.
 - d. Any person(s) of a group who persist(s) in an activity that is not permitted will be asked to leave the facility.
2. MHH reserves the right to have a representative present at any meeting/function held at MHH.
3. St. Brigid of Kildare will not be responsible for the loss or theft of any personal property. Personal items are the sole responsibility of the owner.

4. All groups/organizations agree to pay for any and all damages to premises.

II. KITCHEN USE GUIDELINES

- **ALL ITEMS IN REFRIGERATORS AND PANTRIES ARE PROPERTY OF MHH AND ARE FOR GENERAL USE**
- **PAPER PRODUCTS -- MHH PROVIDES LIMITED PAPER PRODUCTS FOR GROUP/COMMITTEE USAGE**
- **DISPOSE OF ALL LEFTOVERS. DO NOT LEAVE ANY ITEMS YOU'VE BROUGHT IN THE REFRIGERATOR**
- **ANY EQUIPMENT OR APPLIANCES USED MUST BE RETURNED TO PROPER PLACE AND CONDITION**
- **WASH ALL DISHES, UTENSILS, AND CONTAINERS AND RETURN TO STORAGE AREA(S)**
- **TURN OFF STOVE AND ALL OTHER APPLIANCES**
- **CLEAN TRAYS IN WARMING OVENS IF SOILED**
- **WIPE OFF COUNTERS, RANGE TOPS, MICROWAVE**
- **CLEAN SINKS OF ALL DEBRIS**
- **SWEEP AND MOP FLOOR IF NECESSARY**
- **REMOVE ALL TRASH TO DUMPSTER BEHIND KITCHEN**
- **TURN OFF LIGHTS WHEN YOU LEAVE**

PLEASE DIRECT ALL QUESTIONS TO THE PARISH OFFICE

**ST. BRIGID OF KILDARE
MSGR. HENDRICKS PASTORAL HALL
FACILITY REQUEST FORM**

Contact Person: _____

Phone: _____

E-mail: _____

Name of Event: _____

Room Preferred: _____

Number of People Anticipated: _____

Number of Tables (Round) _____ (Long) _____

There is limited assistance with set-up and tear-down by St. Brigid Staff, Monday-Friday when it is requested 48 hours in advance of the event. It is the responsibility of the contact person and group for all weekend (Saturday and Sunday) set-up and tear down.

Date of Event: _____

Start time: _____ End time: _____

Setup time: _____ Cleanup time: _____

Additional Information: _____

Mops, brooms and dustpans are located in the Janitor's Closet. It is your responsibility to clean, take trash to the dumpster, and return everything back to "ready" status. Thank You! For questions, please call Karen Cremeans, 761-3734.

EQUIPMENT REQUEST FORM

Computer: _____ VCR/DVD _____

Projector: _____ Microphone _____

Office Use Only

Staff Signature _____ Date Received: _____

Room _____ Date Confirmed: _____