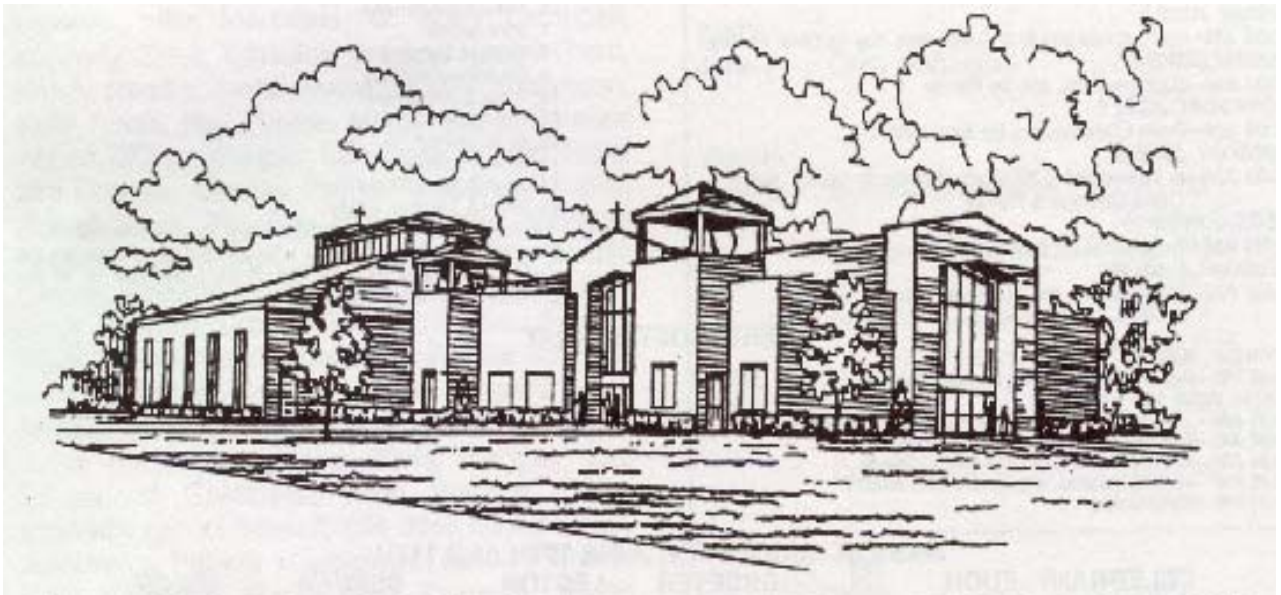


# Our Lady of Mercy Catholic Church

## Building Policy



(Version 2.2 / June 2011)

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(Version 2.2 / June 2011)

### SUBJECT MATTER:

General Guidelines for Use of Facilities:

Policy Statement and Scope.....	03
Building Eligibility Guidelines .....	04
Reservations .....	04
Publicity and Promotion .....	06
Facility Use Guidelines.....	06
Special Rules for Use .....	09
Emergency Notifications.....	11
OLM Facility Committee Membership.....	11
 Addendum A	
Guidelines for Publicity and Displays at Weekend Liturgies.....	12

**Willful violation of any guidelines or regulations could lead to the loss of eligibility to use the facility.**

# GENERAL GUIDELINES FOR USE OF FACILITIES

## Policy Statement:

Our Parish has been blessed with a wonderful facility to carry out the mission of the Church. Therefore, proper oversight must be given to these facilities to ensure that:

1. Adequate facilities exist to effectively carry out our ministry objectives and goals
2. Users exercise proper care and safety
3. Facilities are properly protected against loss or misuse
4. Wise stewardship is being expressed through energy conservation, cost reductions and safety measures
5. The life of the facilities is extended through a proper maintenance program.

## Policy Scope:

The facilities of Our Lady of Mercy Catholic Church (OLM) consist of three Unique Structures:

### **Rectory:** (801 S. Eola Road)

The Rectory serves as the personal residence of our pastor and his associates. Non emergency entry is by invitation only and, unless otherwise noted, policies and restrictions are under the direct control of our pastor.

### **Church:** (701 S. Eola / South)

For the purpose of this policy, the Church is defined as all areas primarily used for Liturgical services. This includes the main assembly area, Narthex, Sanctuary, Sacristies, Ministry Room, Children's' Chapel and the Atrium joining the Church with the Parish Life Center (PLC).

### **Parish Life Center:** (701 S. Eola / West)

The Parish Life Center (PLC) building and equipment exist for the primary purpose of Christian fellowship by parish members through its organizations and ministries. The PLC also houses all administration and parish staff. All common grounds (parking areas, greenways, etc.) are considered as part of the Parish Life Center.

## **Building Eligibility Guidelines:**

1. Facility availability and scheduling is under the direct control of the parish secretary. Prior to any request, a chairperson or sponsor of the event must be identified and a signed Facility Use Request Form must be submitted. Once completed, the identified chairperson or sponsor assumes overall responsibility for compliance with building policies.
2. Use of facilities is limited to parish functions or approved activities of recognized OLM Ministries.
3. Organizations engaged in partisan political campaigns are not eligible to use Church facilities (including common areas and parking lots) for their programs.

## ***The Priority of Use Shall Be As Follows:***

1. Church Services- (i.e. Worship, Weddings, Funerals, Education, Service)
2. Regularly scheduled church activities- (i.e. committee and small group meetings)
3. Church Members (Basketball, Volleyball, etc.)
4. Outside Groups  
Church recognized events that are in keeping with the building use philosophy embraced by Our Lady of Mercy Church.

## **RESERVATIONS:**

1. Regularly scheduled ministry meetings and special events should be scheduled at the annual Calendar Meeting.
2. A Facility Use Request Form must be completed by the chairperson or sponsor of any event and submitted to the parish secretary at least 2 weeks in advance of the activity. The Facility Use Request Form provides for every area of the church and Parish Life Center. All facilities, set-ups and other service needs (i.e. table/chair set-up etc.) must be included on the form. Forms are available in the parish office, on the parish website (<http://www.olmercy.com>) or by email.
3. Parish Liturgy and Faith Formation programs will take precedence over any other function or meeting. Church ministry related meetings will take precedence over any secular meeting. Every attempt will be made to accommodate all Church related meeting requests.

4. Events requiring childcare must be coordinated with Beth Nieweglowski (630-236-0234) prior to requesting the Nursery on the Facility Usage Form.
5. Once the reservation is confirmed, the Parish secretary will contact the identified chairperson or sponsor to review conditions, expectations and needs for the event.
6. All Church and PLC activities are scheduled on the master Church calendar, by the parish secretary. Off-site events need not be included.

***Approval Guidelines for space request shall be as follows:***

1. All activities shall be approved pending availability of space and the event priority.
2. All gatherings must be consistent with the OLM mission statement and the building use philosophy.
3. No date is placed on the calendar until the Facility Use Request form has been submitted and approved by the appropriate person(s) and / or committees.
4. The Pastor and/or Worship Commission must approve of all worship related activities.
5. Long-term impact on the facility and equipment will be taken into consideration as part of the approval process.

***Responsibilities of requesting party:***

The ministry leader or organization representative is responsible for the following:

1. Submit the Room Set-up with the Facility Use Request Form, including a set-up diagram and any special equipment needs, to the parish secretary.
2. Insure that all sponsors, volunteers and attendees are aware of and in compliance with facility policies.
3. Immediately report all injuries or illnesses to the on site facility monitor and the parish medical staff, and complete the Catholic Mutual Group Accident/Incident Form to then be submitted to the Parish Nurse. Forms are available in the parish office or from the facility monitor.
4. Report any maintenance problems and damages to the on site facility monitor or the facility manager.

5. After building use, clean up all the areas used. The area should be returned to the same condition as before use.

## **PUBLICITY AND PROMOTION**

1. All approved solicitations (profit or non-profit) are limited to the Parish Life Center lobby. No promotional materials are to be displayed in the worship areas (Church, Narthex, Children's Chapel and Atrium).
2. Any ministry or outside group using publicity material and/or making public service announcements in which the Church name is used must have prior, written approval of the Administration Commission.
3. Any fundraiser or collection of monies or goods requires the written approval of the Administration Commission
4. Only temporary postings will be allowed and all wall postings must be approved by the Administration Commission. Indoor postings may be adhered using Blue Painters Tape only.
5. Postings that appear on Church bulletin boards or any other posting device not specifically assigned to a parish ministry must be approved by the parish secretary.

## **FACILITY USE GUIDELINES**

Our Lady of Mercy has a wide range of ministries utilizing the facility. Our desire is for everyone to realize and respect that many individuals/groups use the facilities before and after your specific event.

A facility monitor will be on duty Sunday through Thursday from 2:00PM to 10:00 PM. Building usage outside this window must be pre-arranged through the parish Business Manager and, if it is determined that off hour monitor services are required, the user may be charged a fee for the service. If no individual is available to staff the building during these off-hours, usage may be denied. The assigned monitor or staff person will serve as the church's representative should questions or needs arise during the event. The monitor can provide general cleaning materials (mop, broom, garbage bags); however, custodial needs are the responsibility of the ministry leader or event representative.

***Participant Expectations:***

1. The conduct of all persons attending programs is expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.
2. Activities and programs are limited to the space that is assigned.
3. Smoking is not permitted in the buildings or within 25 feet of any public entrances.
4. Illegal substances are not permitted in the buildings or on the grounds of the parish.
5. Consumption or possession of Alcoholic beverages on parish grounds requires the written permission of the Administration Commission. Storage of alcoholic beverages in parish buildings is strictly prohibited.
6. Dining or the serving of food is limited to pre-approved designated areas – check with parish secretary. Food and drink are strictly prohibited in the worship area (Church, Narthex, Children’s Chapel and Atrium).
7. Use of candles is allowed only in designated areas and must be approved by the Administration and/or the Worship Commission. No candles are permitted in carpeted areas of the facility. Exceptions to this policy are limited to the main assembly area of the Church, for short duration Liturgical services approved by the Worship Commission.
8. All users are expected to leave the building reasonably clean and in the same condition it was in prior to the event. All items and postings must be removed immediately following the gathering. Any materials left behind will be discarded.
9. Any rental equipment used in the buildings must have rubber non-marking legs and be inspected by the facility manager.
10. All decorations in the facility and on the grounds of Our Lady of Mercy Church must be approved by the Administration and/or Worship Commission.
11. No items may be affixed to any interior surfaces without the consent of the parish secretary or facility monitor. Only Blue Painters Tape may be used on all interior surfaces.

12. The user will be held responsible for the cost of any damage due to improper usage or abuse (as determined by the Administration Commission)..
13. Our Lady of Mercy parish assumes no liability for damage or loss of user's property.
14. When children are in attendance they must be under the control of their parents or designated adults at all times and are not permitted to roam freely on Church property. All children or youth activities shall be supervised by a minimum of two (2) adults over the age of 21, who have completed the Diocese "Protecting God's Children" program.
15. All items for disposal are to be properly bagged and sealed. If access to outside disposal is not available, these items are to be placed at the double steal doors located in the North West corner of the Multi-purpose room. At no time is trash to be left in hallways or the public access areas of the facility.
- 16. The following items are not allowed in or on church property:**
  1. Weapons
  2. Tobacco products (buildings & within 25 feet of entrances)
  3. Illegal drugs or substances.
  4. Chewing Gum
  5. Any wheeled vehicle not used in support of a guest's special needs (i.e. skateboard, in-lines, wheeled shoes, etc.)
  6. Pets (with the exception of certified service animals).
  7. Anything that would distract from a Christian atmosphere.
17. Ministry furniture and equipment (i.e. tables, chairs, overhead and LCD projectors, microphones, etc.) purchased and owned by the church will be used exclusively for ministry functions of the Parish, and may not be removed from their assigned room. The requesting individual/group assumes full responsibility for the costs of damage repair or replacement.
18. Willful violation of any guidelines or regulations could lead to the loss of eligibility to use the facility.

## **SPECIAL RULES FOR USE**

### **Parish Life Center**

1. The capacity of each room within the PLC should not exceed fire code capacity as indicated. Anyone requiring a larger space should immediately notify the facility monitor.
2. The multi-purpose area will be open only under the supervision of 2 adults (over 21). Supervisors must have completed the diocese “Protecting God’s Children” program when overseeing anyone under the age of 18.
3. Participants involved in a physical activity in the multi-purpose room must complete a liability release form for each event prior to participation. A parent/legal guardian must sign the release for participants under 18 years of age.
4. The individual/group sponsoring a physical activity in the multi-purpose room must provide proof that the individual or a person in the sponsoring group has been trained in CPR/AED use. (Copy of American Red Cross or American Heart Association card to serve as proof.) This proof must be provided when requesting the event be scheduled and the cardholder must be present for the event.
5. During play or sports activities, the church requires participants to wear shoes with non-marking soles. Shirts or tank tops, along with suitable attire, are required at all times.
6. Individuals or groups must request use of equipment in advance and will be responsible for its care. Aside from normal wear and tear, equipment that is damaged, lost or destroyed will be paid for by the participant(s). Equipment must be returned to the same place from which it was checked-out.
7. Our Lady of Mercy Church does not assume liability or responsibility for any event participant.
8. Gym mechanisms such as basketball hoops (raising and lowering), or volleyball system (set-up), etc. will be operated by authorized persons only.
9. Basketballs or volleyballs should not be kicked.

## **Kitchen**

The primary use of the kitchen facility will be for church wide functions such as banquets, and hospitality. Organizations using the kitchen will be required to comply with the following procedures:

1. Formal training on kitchen equipment is required before use is permitted. Training may be scheduled through the parish secretary.
2. Clean, dry, and put away all dishes and utensils according to approved methods (i.e. dishwasher at 180 F).
3. Wash all counter tops and work areas with cleaner.
4. Do not leave leftovers in the refrigerator. Left over food will be discarded regularly.
5. Check stove, oven, and other appliances to make sure they are turned off and nothing left inside, or on top.  
**CAUTION: THE TOP SURFACE OF THE OVEN REMAINS HOT.**
6. Remove overflow garbage to dumpsters.
7. Launder dish towels, tablecloths, etc. and return within 48 hours.
8. Condiments, plastic and paper goods are supplied by the parish for general use.

## **Emergency Notifications**

Emergency health and injury issues should be immediately referred to the Aurora Fire Department --- 911. The following steps should be taken:

- a. Notify emergency personnel of your exact location

Our Lady of Mercy Catholic Church  
701 South Eola Road  
Aurora, Illinois.

- b. A spotter should stand at the entrance of the building to direct emergency personnel.
- c. Upon defusing the emergency, the on-site facility monitor must be immediately notified. If the facility monitor is not available, immediately contact the building emergency contact below.

All facility issues requiring immediate attention should be reported to the facility monitor on-site or the Facility Manager.

- d. In Hours – Mary Dunbar - (630) 851-3444 Ext. 221
- e. Out of Hours – John Shea - (630) 851-3087
- f. 24 Hour Cell Phone (630) 854-1832

OLM has a letter of understanding on file with the Aurora Police Department granting full authority for law enforcement on our property. This includes parking violations for fire lanes and designated handicap spaces. All fines are the responsibility of the violator.

### **OLM Facility Committee**

Father Hugh Fullmer, Phyllis Anderson, Janice Cain, Mary Dunbar, Dave Groeber, Larry Harris, Deacon Tim Kueper, Jolene LeRoy, John Shea.

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loss of eligibility to use the facility**

## **ADDENDUM A**

## **Guidelines for Publicity and Displays at Weekend Liturgies**

Publicity for parish events and groups can take place on weekends. All tables, posters, fundraisers etc. will be displayed in the Parish Life Center lobby. The Narthex will revert to its primary purpose, a sacred space.

Please follow these guidelines for publicity and displays:

- Parish Bulletin
  - To be used for:
    - Events by and for our parish
    - Information pertaining to the Faith Life of our parish
    - Communication from staff and organizations to the parish
  - Criteria:
    - Submitted 12 days in advance to the parish secretary (Example: bulletin articles for Saturday/Sunday-15<sup>th</sup>/16<sup>th</sup> bulletin are due to the parish secretary by Wednesday the 7<sup>th</sup>). Email or WORD documents are preferred
    - May be edited by staff
    - Space availability
    - Up to three weeks inclusion
  
- Bulletin Insert
  - To be used for:
    - Last minute event changes
    - Pre-printed material
  - Criteria:
    - Approval of parish secretary & Pastor
    - Schedule availability
    - Group must provide labor
    - Max of one stuffing per bulletin
    - Should be used only rarely - not on a regular basis
  
- PLC Lobby Tables and/or Display (only 4 tables available each week)
  - To be used for:
    - Parish events
    - Parish organizations
  - Criteria:
    - Scheduled 7 business days in advance with the parish secretary
    - Event or Fundraiser must be by and for a parish organization
    - ALL Fundraisers must be approved by the Administration Commission (Contact the Business Manager for the proper request form.)
    - Fundraiser displays (unable to be limited to one 4 ft. table) must be set up in the multi-purpose room (preferably on Hospitality weekend, when possible)
    - Nothing may be affixed to walls or windows
    - Must use parish 4 ft. tables and chairs
    - Space availability
    - Three weeks max

- Must be removed after 5:30 pm Mass on Sunday
- Pulpit Announcements
  - To be used for:
    - Items which affect the entire community
    - Items directly concerned with the Liturgy
    - “Last chance...” time sensitive announcements
    - Change of published information
  - Criteria:
    - Submitted by 4:30 pm Thursday to the parish secretary
    - May be edited by staff
    - Normally one week only
    - Space availability
- Speaker at Mass
  - To be used for:
    - Major events affecting the faith of our entire community
  - Criteria:
    - Request through the parish secretary with approval of Worship Commission
    - Request at least 8 weeks in advance
    - Normally a two minute time limit
    - Should be used rarely
- Outdoor Display (Banner)
  - To be used for:
    - Major events affecting the faith of our entire community
  - Criteria:
    - Request through the parish secretary with approval of Worship Commission
    - Request at least 8 weeks in advance
    - Should be used very rarely
- Donations and Collections in the atrium (area between the sets of doors)
  - To be used for:
    - Collection of food and other items for donation to charities
  - Criteria:
    - Approval of the Parish Secretary
    - Request at least 4 weeks in advance
    - For drop off only (un-manned)
    - Arrange to have collected items removed from area
    - Should be used very rarely