

St. Thomas a'Becket Catholic Church
Operating Policies and Procedures

Policy Title	Facility Usage by Parishioners
Policy Owner	Stewardship Commission

Purpose
The purpose of this policy is to establish the rules and requirements governing the use of Parish facilities.

Policy
<ul style="list-style-type: none"> • The Parish does not rent, or allow the use of Parish facilities, for non-parish sponsored events. • Use of the Parish facilities for business purposes is not allowed. • The Church proper must always be respected and maintained with special reverence. The Gathering area is considered an extension of the Church proper. • Regularly scheduled events (ie...Masses, Religious Education, Weddings, Funerals, Music Ministry) have priority. Priority is given to Worship first, to Faith Formation second, and then to Christian Service, prior to other event consideration. • When Religious Education classes or other Parish-sponsored events are being held, the Archdiocesan Safe Environments Policy must be adhered to. • Events must be approved by the associated Commission and Staff Representative. Approved events must be placed on the Parish calendar which is managed by the Parish Office Manager. • Event organizers should consider other Parish activities or events that may be scheduled at that time to avoid any similar, duplicate or competing events. Previously approved and scheduled events have scheduling priority. • Event organizers are to meet with the Parish Business Manager at least one month prior to the event to review insurance requirements, and food and/or alcoholic beverage rules mandated by the Michigan Catholic Conference. • Event organizers are responsible for arranging with the Maintenance Supervisor the set-up and clean-up of the area used for the event. Event organizers are to ensure the proper use and care of Parish facilities. • The event may be canceled at any time by the Pastor if the nature of the event conflicts with the Parish mission statement.

Definitions
<p>Parish facilities are defined as the land, building, house, parking lot, furniture, and equipment owned or leased by St. Thomas a'Becket Church.</p> <p>Parish events are defined as activities directly associated with the PPC, a Commission of the Parish or the Evangelization Committee.</p>

Date	Changes Made
12/17/09	1 st Review by Finance Committee
1/21/10	2 nd Review / Approved by Finance Committee / Stewardship Commission