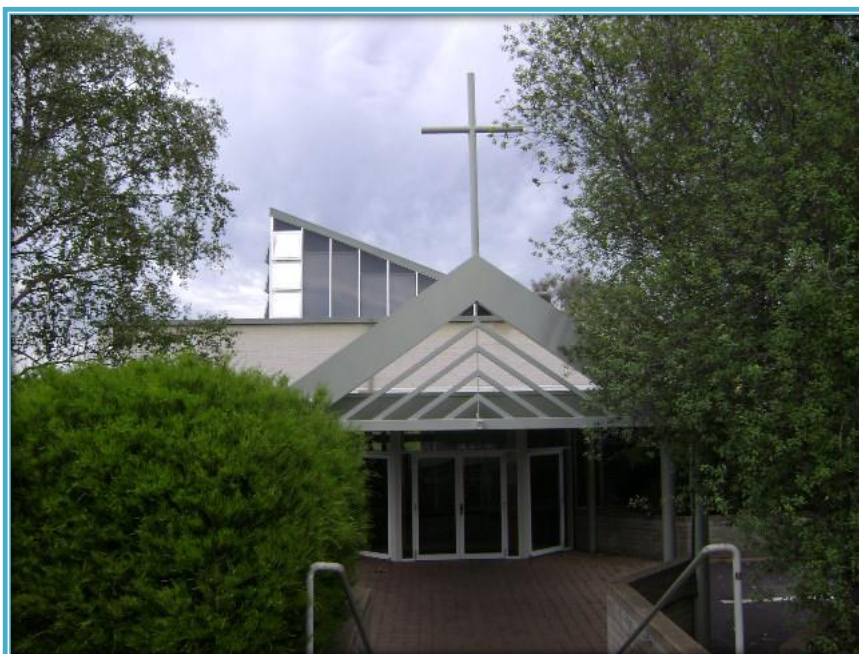


Policy and General Guidelines for use of Church Facilities and Property

St John the Apostle Catholic Community Kippax
Missionaries of the Sacred Heart



25 Blackham Street Holt ACT 2615
Ph 6254 3236
Email: kippax@cg.org.au
www.stjohnkippax.org.au
ABN 64 311 064 207 ABN 20 311 706 971

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Preamble

The grounds and buildings of St John the Apostle Catholic Church are primarily available for parishioners and parish organizations engaging in activities approved by the church. These include the worship services of large and small groups, sacraments, catechesis for all ages, church sponsored organisations, and recreation in keeping with the spirit of our church traditions.

Any religious services of the parish, such as the Sunday Liturgy, Baptisms, Sacraments, Funerals, Lenten and Holy Week services will always have priority over other use. No activities or meetings are permitted to take place during these religious services. Parish members and parish organisations must comply with the policy and general rules for use of church facilities and property.

It is part of the mission of this parish to encourage and support many community activities, and in no way are these policies intended to deny access to the facilities. They are intended to spell out the guidelines under which the church property will be made available.

Identified spaces

The purpose of this policy is to identify the priorities on the use of the building and the identified spaces. The building is for parish use in the celebration of the liturgy and other functions organised by the parish. The parish reserves the right to vary or alter any arrangement regarding the use of the parish building. The parish will endeavour to provide reasonable notification of the unavailability of any of the meeting spaces but there may be some situations when the unavailability is given at short notice.

The parish building is one large building with the following designated spaces:

- Church – worship space
- Library
- Parish Centre
 - Main Hall
 - Long meeting room
 - St Vincent de Paul meeting room
 - Catechist's office
- Parish Office
- Car park
- Grounds
- Presbytery – Private residence

General use policy

All parish committees, organisations and individuals must submit a request for use of any part of the facility with the parish office. Use of the parish buildings is reserved for parish activities, however, non-parishioners or organisations can apply to use the parish facilities which will be subject to approval by the executive committee of the Parish Pastoral Council or its appointed delegate.

Permission to use the facility for single event use should be requested forty five [45] days in advance of the date of use and can be done by completing an application available at the parish office and on the parish web site. Permission to use the facilities finishes at the end of the event. Long term use of the facilities needs to be renegotiated annually. An application form is available at the parish office and on the parish web site. Applications for annual use needs to be completed by the end of October. Church organisations and their related activities will be given priority over activities not sponsored by St John the Apostle Parish [SJAP].

Users of the church facilities are expected to leave the facilities and grounds clean and undamaged. Users are expected to leave the facility perfectly clean including the grounds and parking lots. All litter and debris is to be picked up and disposed of appropriately. Users will be responsible for all damages to buildings, grounds and fields, parking lots, signage, lighting fixtures and any equipment, appliances or tools due to their use of the facility. No temporary or permanent modifications can be made to the property without prior written consent of the Parish Pastoral Council.

Any decorations, signs or onsite publicity must be cleared in advance with the church office. Nothing may be taped, nailed, stapled, tacked, drilled, hooked, or otherwise affixed to ceilings, painted surfaces, columns, doors, without approval from the parish office. Smoking is prohibited in the buildings and grounds of St John the Apostle Parish.

Users of the Church facilities are requested to respect spiritual activities that may be taking place in the sanctuary or elsewhere on the church property. This includes the need for privacy and particularly noise levels that are appropriate for spiritual ceremonies.

At the completion of the event, users are required to ensure that the building is secure and all relevant doors locked.

Groups involved in parish ministry who use the Parish Centre – namely: School of Religion, Children's liturgy of the Word, and the Sacramental Program need to ensure that children under their care do not damage the parish buildings in any way. The room needs to be restored and left clean and tidy.

Church Worship Space

The church worship space is for the celebration of the Sunday Liturgy, Baptisms, Sacraments, Funerals, Weddings, and other liturgical celebrations as determined by the parish.

Groups within the parish i.e. the various choirs are reminded that they should always be respectful when using the space. The choir space should be kept clean and tidy at all times. Music books returned to the cupboard in the confessional. The audio and visual equipment needs to be treated with care to ensure that it is always at optimal operational use.

Non-parish users of the space need to ensure that the worship space and equipment are returned to its original state at the end of their event.

The heating and cooling systems are pre-set it is imperative that the thermostats are not adjusted.

Users of the Church Worship Space are reminded that they should conduct themselves with decorum and reverence at all times.

The worship space and toilets are cleaned by volunteer parishioners. The Sacristy is cleaned by the Sacristan. Users of the space should leave it clean and tidy. Rubbish needs to be removed and disposed of. Drink bottles, particularly used in the choir area need to be removed at the end of mass.

Church Foyer

The church foyer is the welcoming space before entering the worship space. The greeting ministry is conducted in this space. To create the ambience of welcome it is important that this space is kept clean and tidy at all times.

This space is used for "Coffee Club" after the 10:00am Sunday mass as well as other social functions from time to time.

Library

The parish library is a valuable resource for parishioners. Parishioners are able to borrow books from the diverse range available before and after masses on the weekend. Access to the library is also available on week days during the parish office hours 9:00am – 3:00pm.

The Library is the meeting space for parish governance bodies and established parish committees as listed below and from time to time their various sub-committees:

Parish Finance Council	[meets quarterly]
Parish Pastoral Council	[meets monthly, February – November]
Parish Liturgy Team	[meets monthly]

The Parish Finance Council, Parish Pastoral Council, Parish Liturgy Team, will have precedence in the use of the library. The designated meeting night for these groups is Thursday evenings. The library will not be available to other groups on Thursdays, this allows for flexibility in the meeting dates for these groups.

Groups wishing to use the parish library space for their event need to apply to the parish office annually. Application forms are available from the parish office and the web site.

Refer to Appendix A for the list of current users of this space and the day and time availability.

Parish Centre - Main Room

The Parish reserves the right to deny use, based on the nature of the request. Failure to comply with the rules of the buildings and facilities will result in future denial of use of the facilities.

Permission to use the facility is covered in the general use section of the policy. There must be at least one adult in attendance for each ten [10] persons in attendance under the age of 18. Children are not to be left unattended in another area during use of the facility.

Under no circumstances will other areas of the building be entered or used without prior approval.

St John the Apostle Church, its clergy, Parish Council members and parishioners do not assume any responsibility for any losses during the use of its facilities, grounds or parking lots due to power failure, loss of any utilities such as water, failures of any plumbing, heating and air conditioning, kitchen equipment including refrigeration, or any other equipment or fixtures being used which do not fulfil the activity expectations of the users.

Refer to Appendix A for the list of current users of this space and the day and time availability.

Parish Centre - Kitchen

The rules for use of the parish centre main room also apply to the kitchen.

The kitchen must be left in good order and clean with everything in its proper place. The refrigerator may be used during the time of use and must be clean.

Personal items, i.e. dishes, trays, etc., must not be left after the scheduled event. All food must be removed from the premises at the conclusion of the event.

At the termination of use:

- Clean the area used, returning all furniture and equipment to its original location.
- Turn off stove top, oven, air-conditioners.
- Turn off lights, including toilet lights.
- Report any non-functioning equipment or broken items to the church office.
- There is no garbage service for the parish centre. All rubbish needs to be removed and disposed of off-site.

Cleaners are not employed nor are there volunteers who clean the parish centre. The parish centre and kitchen are cleaned by the users of the facility.

Parish Office

The parish office space incorporates the administration function of the parish. The front office incorporates a kitchenette which may be used by groups using the parish library or church foyer.

As this space includes the photocopier it is imperative that care is taken when using this space to ensure that equipment is not damaged.

After use, ensure that the space is clean tidy.

Car Park

The car park is for the use of St John the Apostle parishioners whilst attending mass, a meeting, or an event in the parish. Anyone wishing to use the car park apart from parish use need to obtain permission from the parish.

Parish Grounds

The parish grounds are maintained by volunteer parishioners. Use of the grounds is limited to parish use.

Insurance/Indemnity

Insurance

Functions and activities approved by the parish are covered by the parishes Public Liability Insurance cover. Functions other than parish functions may need to obtain their own Public Liability Insurance.

In the event where a business is brought onto the premises to provide a service (eg: caterer, photographer, paid musicians) the user is required to obtain and provide to the parish office a copy of the broad form contractual third party insurance cover (Public Liability) of at least \$5 million with a company approved by the Archdiocese of Canberra and Goulburn.

Indemnity

The user shall indemnify the Archdiocese of Canberra and Goulburn against all actions, suits, claims, demands, proceedings, losses, damages, compensation, costs, in respect of:

- Any personal injury occurring on the premises or on parish grounds.
- Damage to the equipment or any other property of the Archdiocese of Canberra and Goulburn or any other person or corporate body, arising directly or indirectly from the use of the premises or equipment by the user.

Provided such loss, damage or injury was caused by the negligence of the user.

User agreement forms will be provided to the user to complete including date, times of use and insurance details.

Fees

The parish does not hire out the parish facilities. However at its discretion it does allow the use of its facilities by parishioners and outside groups. The wear and tear on the parish buildings and the use of electricity imposes an impost on the parish financial resources.

It is suggested that a donation is made for the use of the following parish facilities:

- Church Worship Space
- Library
- Parish Centre

Suggested Donation:

One event use

Parish organised function	No fee
Parishioners contributing to Planned Giving	\$ 75.00
Parishioners not contributing to Planned Giving	\$150.00

Regular use – non-parish event:

Meets Weekly	\$250.00 annually
Meets Fortnightly	\$125.00 annually
Meets Monthly	\$ 75.00 annually

Appendix A

January 2019

Library

Along with the Parish Governing Councils the library is also used by the following groups:

- o RCIA
- o Prayer Groups
- o Faith discussion groups
- o Pins & Needles craft group
- o Meditation group
- o Grief & Bereavement
- o Funeral Ministry
- o Sunday Book Club
- o Refugee Resettlement Committee

	Morning/Afternoon	Evening
Monday		RCIA
Tuesday	Prayer group	
Wednesday		
Thursday		Parish Governance Groups
Friday		Faith Discussion group [2019] 1 st & 3 rd Fridays
		Meditation 2 nd & 4 th
Saturday		
Sunday		

Parish Centre

Current users of parish centre:

- o Catechesis - School of Religion
- o Children's Liturgy of the Word
- o Charismatic prayer group
- o Agape Youth Group
- o Sacramental Program

	Morning/Afternoon	Evening
Monday		Sac
Tuesday		
Wednesday		
Thursday		Charismatic prayer
Friday		
Saturday		
Sunday	School of Religion Children's Liturgy of the Word	Agape 1 st & 3 rd