

Sacred Heart One Heart Building Use Policy

Sacred Heart Campus Building Priority

Schedule parish events out as far as is reasonable (preferably 2 years to avoid conflicts with weddings).

Reservations should have the understanding that they may be bumped if a top tier need surfaces after dates are released to other tiers. Cooperation is appreciated.

Top Tier Priority

These get priority when scheduling building use.

- **Liturgy**
- **Sacraments** (Baptism Prep, Baptisms, Confirmation Prep (incl retreat), Adult Conf Prep, Confirmation, First Communion Prep, 1st Communion, 1st Confession, RCIA)
- **St. Cecilia School** (retreats, ceremonies, ministry, liturgical events, official school events)
- per approval of the Principal

Second Tier Priority

Ministries of the Parish.

- **Youth Activities** (Faith Formation, Edge, Life Teen)
- **Small Groups**
- **Vacation Bible School**
- **Formation and Encounter Nights**
- **Backyard BBQ and Community Fair**
- **Other Church needs** (i.e., Pastoral Council, Finance Council)

Third Tier Priority

Exact dates are scheduled perpetually as able.

- **Knights and Ladies Auxiliary**
- **Rosary Groups**
- **Other Sacred Heart/St. Cecilia groups/Parishioners requesting space for faith/parish-related events or meetings**
- **St. Thomas More needs**

Sacred Heart Facilities Use Policy

Organizations eligible to use Sacred Heart Facilities

Parish Organizations: All groups or organizations officially affiliated with Sacred Heart Parish.

St. Cecilia School Events: All school meetings, seminars and gatherings sponsored by the school.

St. Thomas More: As an owner parish they are eligible to request use of Facilities.

Building use priority is based on our tiered priority list.

Scheduling the Facility

Parish ministries will be added to the calendar by the appropriate staff member of the parish.

School events will be added by appropriate school personnel.

Any conflicts should be reported to the staff members direct report immediately so a resolution can be obtained.

Any other events will be scheduled through the front desk personnel at the parish office.

Audio/Visual Equipment

Use of all equipment for projection and audio/video must be pre-approved prior to use. All such equipment must be run by a technician, from Sacred Heart or St. Cecilia, who is authorized to use the equipment.

Responsibilities of All Who Use Our Facilities

Sacred Heart buildings are tobacco free.

The door between the kitchen and the youth house will remain locked unless permission is given to use both facilities.

Persons using our facilities are responsible for all clean-up, including the kitchen (if used), equipment, and trash removal.

Persons using the kitchen should observe all safety and fire protection rules in the kitchen.

Persons using our facilities must ensure that exit doors are not blocked by tables, chairs, decorations, or other items.

Sacred Heart or St. Cecilia assumes no responsibility for any lost, stolen, or damaged articles in the use of any parish facility.

Please report any personal injuries or accidents immediately to the parish office.

Decorations that require nails, tacks, tape, putty, etc. on walls or ceiling are not permitted. Do not disturb walls or ceilings.

Extension cords must be covered with painter's tape.

Candles must be contained in glass containers.

Set-up and Clean-up of all Parish Facilities

Tables and chairs will be set up and put away by Sacred Heart maintenance staff. People using our facilities are responsible for returning the room to the condition in which it was found immediately following the activity. This includes bagging trash and placing it in the dumpster, wiping tables and chairs and cleanup of any spills or material on the floor.