

St. Bonaventure Catholic Parish

Facilities Use Handbook



WELCOME

The Parish welcomes you as a user of one of the facilities. Please read these guidelines in their entirety for important information. You will be asked to sign the agreement indicating you have read and understand the guidelines.

Our Parish is blessed with facilities to carry out the mission of the Church. The Parish has many groups using them. The leader of the group using the facilities is responsible for the proper use of the facility.

We ask all users to be good Stewards of the facilities so:

- they continue to exist to carry out Parish goals and objectives.
- the safety of current and future users is ensured.
- the life of the facilities is extended and damage, loss, or misuse eliminated.
- energy conservation, cost reductions and safety measures are effected.

Policies are designed to give organizations information on facility use and protect the property.

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FACILITY INFORMATION

Church	Capacity = The Fire Dept legal limit.
Main Body of Church	Capacity: 956
Choir Loft	Capacity: 152
Parish Center	
Main Meeting and Library	Capacity: 100
Conference Room	Capacity: 10
Parish Hall	
Main Hall Meeting Room	Capacity: 512 "Theater style seating"
Hall Conference Room	Capacity: 35 has a door to the Main Hall Meeting Room
Sr Brigid's Rm Back	Capacity: 35 opens to Sr B Rm Front via an accordion wall
Sr Brigid's Rm Front	Capacity: 35 opens to Sr B Rm Back via an accordion wall
School	
Classrooms (16)	Capacity: 35
School Library	Capacity: 24
Nano Nagle Room	Capacity: 35
Sr Carmel Conference Rm	Capacity: 12
Duffy Center	
Duffy East	Capacity: 90 opens to Duffy West via an accordion wall
Duffy West	Capacity: 90 opens to Duffy East via an accordion wall

GUIDELINES FOR USE OF FACILITIES

MINISTRY LEADER ARE RESPONSIBLY TO:

- follow all policies in this *Handbook*.
- learn and follow the policies applying to any activities and consult with the appropriate individual when there is any doubt about a policy.
- train a person in facility and equipment use or be onsite for the entire event.
- provide for the safety of everyone in their area including the obligation and authority to prevent or stop any operation considered to be unsafe.
- ensure that the posted legal capacity of the facility is not exceeded.
- strictly observe liquor laws of and comply with conditions specified in any liquor permits.
- assume full responsibility for the conduct of members and others in attendance to see that order is maintained both inside and in the immediate vicinity outside the facility.
- restrict use of the facility to the purpose of the Facility use Agreement and not permit the use of the facility for any other purpose without an amended Facility use Agreement.
- only use the facility ways that will not cause harm to those in attendance.
- be respectful of Parish community members and all those who are our neighbors.
- assure that event coordinators receive, read and follow the policies for their activities.
- delegate all or part of these responsibilities to a coordinator knowing such delegation in no way relieves the leader of responsibility in matters of safety.
- prohibit non-approved use.
- be personally responsibility for any fine or cost of damage repair.

FINANCIAL RESPONSIBILITIES

- Users agrees to provide an annual report of the Ministries financial activities within 30 days of June 30th to the **Pastor's** office before future facility use will be allowed.
- The user agrees to pay the Parish the cost of facility repairs in case of damage to the facility and for any loss, breakage or removal of property.
- The user agrees to pay the Parish \$25.00 for every half hour of occupancy after the agreed upon ending time of the event to cover overtime of the custodian.
- The User is responsible for any damage by a minor or must have the signature of a parent or guardian of any minor that they assume all responsibility of the minor.

INSURANCE

- All organizations that are affiliated with any outside National or Regional Organization, Catholic or not, must supply required proof of liability insurance in the amount of one million dollars, naming the Parish as additionally insured, with a copy submitted to the Parish Office at least annually before the first event of the year.
- Off site insurance riders are always required for events held away from the Parish.
- The Parish does not provide insurance against loss of any personal property.
- The Parish does not insure against any loss or damage to vehicles on the property.

TO USE A FACILITY

- Facility scheduling is done by the Facilities Scheduler in the Parish Center.
- School activities & afternoon School Scout meetings are done by the School Scheduler.
- Use of buildings or grounds on holidays is usually not authorized.
- The yearly scheduling period is from July 1st to June 30th.
- Generally, time of use is limited to between 9:00 a.m. and 10:00 p.m.
- Facilities requests made shortly before the need often cannot be accommodated.
- Facilities are requested using "Facility Use Request Form" available in the Parish Office.
- Only one Ministry Leader is authorized to request facilities for the Ministry.
- Regular recurring facility use can be requested on one "Facility Use Request Form".
- One "Facility Use Request Form" is required for each nonrecurring event.
- The "Facility Use Request Form" must be fully filled out to be considered.
- Once the reservation is confirmed the ministry leader will receive confirmation of the reservation via Email, FAX or US mail.
- Absolutely no impromptu gatherings can happen at any time.

CANCELLATION POLICY

- If the user fails to use the premises on an agreed upon date without at least two weeks notice, the Parish can cancel any subsequent meeting dates in the year.

TIME LIMITS

- Events are scheduled to start and finish at specific times. We schedule ½ hour for setup and ½ hour cleanup. If additional time is needed, you must schedule the time.
- Delivery or pickup of rental equipment (tables, chairs, catering equipment, etc.) at any time other than on the Facility Use Application is not permitted without prior approval.
- Setup for events must occur within the time reserved for your use.

PARKING LOT LIGHT CONTROL

- Parking lot lights are on timers. They will go off 1/2 hour after the last regularly scheduled meetings are ordinarily over.
- If an event is scheduled with cleanup that will not be over after 9:30 pm, arrange for training in overriding the parking lot light timers must be scheduled at least two days prior to the event.

STORAGE

- Users are not permitted to leave or store equipment or materials at the Parish without permission from the Parish Manager.
- Limited storage is available to Ministries. To arrange to use any storage for any period of time you must have the specific permission from the Parish Manager. Use of storage without permission may result in items being discarded.

SPACE LIMITATIONS

- Facility use is limited to the space assigned.
- Use cannot take place in any other inside or outside area without additional permission.
- Authorization to use one space does not authorize the use of any other space except for parking in the Parking Lot.
- In other words reservation of the:
 - Hall does not authorize the use of the outside spaces around the Hall, the Playground or the Hall Kitchen or Conference room.
 - School classroom or meeting room does not authorize the use of a different room or an additional room.
 - Parish Center does not authorize the use of the Parish Center Lounge, Patio or unfortunately the Parish Center Restrooms when Staff is not present, Church restrooms are available.

REVOKING USE OF FACILITIES

- Failure to adhere to any or all of the policies may result in the user being asked to leave the facility in addition to loss of future privilege to use facilities.
- Consent for a use is not consent for a subsequent use or for use by other persons.
- The Parish reserves the right to revoke a user's application and/or refuse use for any of the following:
 - Failure to submit verification of liability insurance if required.
 - Failure to obtain a required liquor license.
 - Users are disrupting other events.
 - Damage is done to the facility.
 - Police have to be called to the event.
 - User does not adhere to the facility guidelines.

FACILITY USE GUIDELINES

CHECK IN

- Keys needed for facilities can be obtained at the Parish Office on the day of the event.
- Keys for school classrooms for afternoon events can be obtained at the School Office.
- Keys needed for School events in the hall can be obtained from the School Office.
- Keys are returned to the office where they were checked out.
- Keys are not issued unless the computer scheduling program indicates a reservation.
- Minors cannot check out keys at any time.
- At least two adults must be present at all times when a room is used.

SET UP

- Set-up is the responsibility of the user including any tables and chairs.
- Set-up is not available for meetings or events without being subject to a custodial fee.
- If set-up is approved, submit a set-up diagram and any special equipment needs to the Parish Manager or School Scheduler 5 to 10 days prior to the event.
- Exits may not be obstructed.
- Hallways to Exits may not be used to store anything.
- A clear path at least 36" wide must exist to all marked Exits or hallway to an Exit.

RESTRICTIONS

- In School rooms - no books, desks, shelf content, teaching materials or other classroom supplies are to be used or disturbed.
- Information on whiteboards in School rooms and meeting rooms may not be disturbed.
- Only dry erase markers are to be used on whiteboards.
- Whiteboards are for meeting-related-use not notes to friends or artwork.
- Only ministry leaders are permitted to write on whiteboards.
- The only supplies that are provided are toilet paper, hand soap and paper towels.

CLEANUP

- Leave all areas clean, free of any trash and/or personal items, and in the same or better condition in which it was found.
- Cleanup is the responsibility of the event representative.
- The ministry leader assumes personal liability for costs of cleanup not completed.
- The Parish will not be responsible for items left behind by users.
- Tables and chairs must be placed where they were found prior to the meeting or folded and stored, unless instructed otherwise by the Parish Manager.
- Clean the white boards if used.
- The area must be cleaned immediately after use and within the reserved time period.
- Users are expected to remove items associated with the event immediately.
- Limited cleaning supplies are available in most facilities.
- All tables and chairs, etc., must be cleaned of any food, tape and/or paper products.

KITCHEN CLEANUP

- All areas must be completely cleaned.
- Clean sinks and countertops thoroughly.
- Wash dishes and utensils and return them to the storage area.
- Thoroughly clean the stove, ovens, grill, and deep fryer if used.
- Sweep the floor.
- Turn off and clean coffee pots.
- Turn off appliances including ovens and stoves.

TRASH

- should be bagged.
- must not be allowed to accumulate inside meeting rooms, hallways or access areas.
- must be moved to the dumpsters regularly.
- should be taken out in wheeled trashcans to avoid leakage along the way.
- Leakage from trash bags must be cleaned up.
- from Church ministry events goes into the West/Church dumpster.
- from School events goes into the East/School dumpster.
- extra trash bags are usually provided in the bottom of most trashcans.
- trash cans should be relined after use.

CHECK OUT

- Close and lock all windows, doors, and gates and fully secure the facility.
- If you unlocked a restroom, lock it up.
- When the Pavilion is used, turn off the lights and lock the electrical panel.
- Turn off all lights and fans.
- Report maintenance problems and damage to the Parish Manager, School Principal or Religious Education Director.
- The user must return the key to the Parish Office immediately.
- If the Parish Office is closed, please drop the key through the mail slot in the window on the west side of the Parish Office.
- Never take a key home at the end of a meeting.
- No one should leave an event unescorted. Two people should be present to escort each other to cars. Please do not accept anyone saying that they "will be all right".

OTHER INFORMATION

CHILD SAFETY

- By definition, persons under 18 years old are children, if 18 or older they are adults.
- Any group with children attending without a parent with them at all times is required to comply with the Diocesan “Safe Environment” regulations which include:
 - Fingerprinting
 - Reading and signing the “Diocese Policy Against Sexual Misconduct”.
 - Completed the online class, “Shield the Vulnerable”.
- All children and youth activities must be supervised by adults who have completed the Diocesan “Safe Environment” regulations.
- When children are in attendance they must at all times be under the direct supervision of a parent, guardian or “Safe Environment” trained adults.
- Any group with children attending is required to provide supervision at a ratio appropriate to the activity and age of the children. This ratio must be approved by the Parish Manager or School Principal.
- Arrival to and departure from the property is the responsibility of the parent or guardian.
- Ministry leaders must station adults in the parking lot in a ratio to the number of children present to supervise and escort children to and from the event.
- Event coordinators are responsible to make sure children do not leave until released.
- Children can only be released directly to adults from another event, directly to their parent or guardian or with written permission of a parent /guardian to walk home.
- Children may not be released to an unsupervised situation on the property.

MUSIC AND AMPLIFIED SOUND

- The Music Director must approve the use of the organ, instruments or music equipment.
- Sound can only be amplified to the level that it is contained in the room, opening windows reduces the level sound can be amplified.
- Amplified sound that can be heard in surrounding rooms or buildings is not allowed. Sound levels that respect others in adjoining spaces must be maintained.
- Outdoor music or other amplified sounds, noise, lights or other activities that violate local time restrictions or disrupt adjacent neighborhoods is not allowed.
- All outdoor music is prohibited after 8 PM without permission of the Parish Manager.
- Music by DJs and/or live bands may be permitted but must be identified on the Facility Use Application as part of the event description.

SMOKING

- There is positively no smoking inside any building on the Parish property.
- Doorway areas are considered part of the building and are also smoke-free.
- Do not leave cigarette butts on the ground.
- Dispose of cigarette butts safely.

ALCOHOL

- Consumption or possession of alcoholic beverages on parish grounds requires permission of the Parish Manager.
- Users wishing to have alcohol at an event must state this on the application.
- The user is responsible to verify that anyone consuming alcohol is of legal drinking age.
- Alcohol for any event may never be left unattended before or during an event and must be removed from the facility immediately after the event.
- Alcohol consumption must be monitored at all times.
- The event leader takes on the full Liability for irresponsibly serving alcohol and any subsequent actions of those served at the event.
- Alcohol is restricted to the Hall, is not permitted outside the facility or in the lobby area.
- Glasses or containers used to serve alcohol cannot be picked up or touched by any person under the age of 21.
- Sale of alcoholic beverages even as a part of a purchased meal or admission to an event requires obtaining of an "Alcohol Beverage Control" license.
- A copy of a Liquor License must be submitted to the Event Scheduler at least five (5) days prior to an event selling any alcoholic beverage.
- Please contact the Parish Manager at 714 840-2845 for further information.
- Alcohol for any event may never be left unattended during, before or after the event.

NOT ALLOWED IN OR ON CHURCH OR SCHOOL PROPERTY

- Weapons
- Illegal drugs or substances.
- Riding on Skateboards
- Riding on Bikes
- No animals except on the Feast of St Francis or to aid the visually impaired or deaf.

FOOD

- Food is limited to pre-approved designated areas.
- No food or beverage is permitted in any School classrooms.
- Food and drink are prohibited in the Church.
- Using the Parish Center meeting room permits the use of the patio for refreshments.
- Remove extra food from the refrigerators, freezers and counters at the end of the event.
- You must supply your own beverages, snacks, plates, and utensils.
- Facility users must bring their own supplies, including coffee, sugar, cups and napkins.
- Do not use supplies you have not provided.

FOOD PREPARATION

- Steam tables or heated chafing dishes must be placed squarely in the center of a table.
- Household deep fryers may not be brought in or used at any event.
- Only food prepared within the parish, by restaurants or caterers can be served.
- Do not use:
 - any propane cylinder or tank inside any facility.
 - any combustible or heated appliance around children.
 - a BBQ, charcoal grill or lighter fluid without approval of the Parish Manager.
 - propane cylinder or tank without approval of the Parish Manager.

FURNITURE, EQUIPMENT AND APPLIANCE USE

- With permission to use the Kitchen and training, the stove, refrigerator, freezer, tables, sinks and serving window may be used.

- If furniture or equipment is moved, you must have permission of the Parish Manager.
- The user will be held responsible for the cost of any damage due to improper use or abuse as determined by the **Pastor**, Principal or Parish Manager.
- Furniture and equipment (tables, chairs, overhead and LCD projectors, microphones, etc.) owned by the Church or School may only be used for events of the Parish, and may not be removed from their assigned room.
- Equipment may not be used without approval and training by the Parish Manager.
- Furniture and/or equipment must be returned to the same position and/or location as it existed prior to the permitted use.
- All injuries are to be reported immediately to the Parish, RE or School Offices.

CONTRACT AND AGREEMENTS

- **Contracts** of any kind must be signed only by the Diocese of Orange. A contract signed by Parish or School Staff or a ministry leader is not valid. Staff can assist in obtaining needed signatures and contract negotiations. Contracts are required for Festivals and expenditures over \$1,000. See the Parish Manager for details.
- **Agreements** can only be signed by the Diocese, **Pastor**, Parish Manager or for School events the School Principal. Staff, Faculty, Ministries Leaders and Volunteers cannot enter into any agreements in the name of the parish, school or any ministry.
- **Rental** of equipment, tables, chairs, AV items or decorations cannot be ordered without approval of Parish Manager or School Principal.
- **Agreements for Services** with individuals, agents or companies for speakers, musicians, bands, performers, entertainers, caterers, installers cannot be agreed to without the signature of one of Parish Manager or School Principal.
- **Event Donations** including food, equipment or decorations cannot be accepted by anyone other than the Parish Manager or School Principal.

PARKING LOT, PLAYING FIELD AND PLAYGROUND

PARKING

Use of the parking lot is at your own risk. The Parish unfortunately cannot take responsibility for any loss or damage that may occur.

When safety cones are present, drivers must comply with the safety cone configuration.

Huntington Beach Police have authority for parking enforcement on our property and can write **parking violations on the property as well as** on streets surrounding the Parish.

Vehicles can be towed without notice for parking:

- in fire lanes
- in zones marked with red curbs or lines
- in designated handicap spaces
- along or outside of marked parking stalls
- overnight without a dated tag from the Scheduler, displayed on your dashboard,

All fines are the responsibility of the violator. Vehicles inappropriately parked may be towed at the owner's expense.

PLAYGROUND

- Use of the playground equipment, is limited to use by children who weigh under 70 lbs.
- Use must always be under the immediate supervision of an adult.
- Use of basketball hoops will be used by authorized persons only when School and Religious Education is not in session and there are no Church services scheduled.

RESTROOMS

- Relock any restroom that was unlocked at the end of the event.
- When using the Parish Center Meeting Room, please use the restrooms adjacent to the parking lot outside of the Church when the Parish Center Reception area is closed.

DECORATIONS POLICY

Everyone must adhere to this policy. This policy applies to decorating inside or outside of all buildings. If you have any questions about your decorations please contact the Parish Manager at 714 840-2845 prior to finalizing decorating plans.

- Facilities must be left in the same condition as they existed prior to use.
- Decorations must be erected and removed in a manner not destructive to property.
- You must bring your own decorating supplies - pushpins, scissors, pens & paper.
- No Exit or hallway to an exit may be obstructed, covered or blocked in any way.
- All decorations and fasteners must be removed at the end of the event.

Fire Safety

- Decorative materials that are not flame resistant (Burns very slowly, or has a self-extinguishing ability upon removal of an external flame.) or fire retardant treated must not exceed 20% of walls and ceilings in building without an automatic sprinkler system.
- Decorative materials that are not flame resistant or fire retardant treated must not exceed 50% of walls and ceilings in building with an automatic sprinkler system.
- Proof of use of flame-retardant must be available.
- Decorations may not be attached to or conceal any fire pull station, heat/smoke detector, extinguisher or fire sprinkler etc.

Fasteners

- Do not use any kind of tape on any painted or finished wood surface.
- Art gum may be used on finished or painted surfaces.
- Tape is not permitted on any carpeted or upholstered surface.
- If you tape on wood, linoleum or tile floors, use only athletic or painter's tape, remove it after each use and be prepared to pay any removal costs you do not accomplish.
- Staples and pushpins may be used on the north and south walls of the Hall.
- Heavy duty staples may not be used.
- Only "Pew bow holders" available in the Parish Office, may be used on Church pews.

Lattice partitions:

- The lattice partitions in the Hall must be each be set up at a 90 degree angle.
- Partitions must be connected with two plastic ties available in the Parish Office.
- Nothing can be hung on the partitions.

Balloons

- Balloons must be filled with nonflammable gas.
- Balloons may not have any foil or metal ribbons attached.
- Gas canisters may not be in the facility during the event.
- Mylar balloons may not be used.

Prohibited Decorations

- Natural decorations such as straw or dried flowers, photographs or paintings unless treated with a flame retardant and if treated only in small quantities.
- Items nailed to any surface.
- Anything attached to TV screens or the "Smart Boards" at the School.
- Anything attached to the white wall on the Hall stage that is used as a projection screen.
- Anything that covers or blocks the view through any window in any door.
- Anything attached to window coverings or to the Hall stage drape.
- Tampering with light fixtures, sprinkler heads, equipment or thermostat is prohibited.
- Plastic film or coverings, due to fire danger.
- Fog and smoke machines may not be used.
- Aluminum foil and other metal decorations may not be used near electrical outlets.

- Animals as props or decoration are prohibited at any event.
- The throwing of rice, birdseed, or confetti is strictly prohibited.
- Water, waterfalls, pools and spraying, running or utilizing water in any way is prohibited.

HOLIDAY DECORATIONS

Many fires result because of the flammability of Christmas trees and decorations. Persons constructing displays or supervising such installations must follow these precautions:

Christmas decorations should be removed no later than December 30th. In the Church, this date is extended to the Epiphany.

Fire standards

- Comply with Fire Safety regulations (elsewhere in this handbook) with regard to decorative materials that are not inherently flame resistant or fire retardant treated.
- Open flame candles may not be used on Advent Wreaths.
- Imitation trees are allowable, provided they are labeled as fireproof or fire retardant.
- 80% of tree decorations should be fireproof, fire resistant, or fire retardant.
- Decorations may not be placed anywhere any flame is liable to touch them.
- Decorations should be labeled as fireproof, not assumed to be fireproof.
- Only UL-approved lighting sets may be used to decorate a tree.
- All decorations including artificial greenery (wreaths, holly etc.) must be flame resistant.

Where Christmas trees and live greenery are allowed:

- You must saw off the trunk of all live trees at least one half inch above the original cut.
- The tree must be sprayed and tagged by a licensed applicator with a fire retardant.
- The tree must be placed in a tree holder/stand containing water to prevent drying.
- The tree stand must be checked daily to assure the water is adequate.
- Live greenery must not be placed near any heat sources (direct or radiant).
- Open flames are prohibited near live greenery.
- The tree must be removed when the needles fall off when a branch is shaken or if the needles are brittle and break when bent between the thumb and the index finger.
- Decorations must be flameproof, fireproof, glass or metal.
- Trees may not be placed in hallways, stairways, or within 36" of doors used for exits.

Lights

- Lights must be attached to a timer with daily settings.
- Use of lights and light strings should be limited to reduce overheating.
- Lights must not have more than three strings of light connected to each other.
- The use of lights and wiring on Metal/Aluminum Christmas Trees is prohibited, color wheels are allowed.
- Fiber Optic and pre-wired artificial trees are acceptable as long as they are UL listed.

Windows

- Decorated windows must be cleaned at the end of the event.

SOLICITATION POLICY

We appreciate and welcome relationships with charitable non-profit organizations. We prohibit any commercial selling or solicitation that is not sponsored or authorized by the Parish. Parish groups can sell goods or services to support charitable purposes with authorization of the Facilities Scheduler.

- No food or drink can be sold without authorization by the Parish Scheduler.
- No product can be sold without authorization by the Parish Scheduler.
- Nothing can be put on windshields.
- All events involving fundraising, any collection of money or selling tickets must be approved prior to the sale.
- The sale of admission tickets to any event must have the Scheduler's approval and all funds must be accounted for with the School or Parish finance offices.
- All approved solicitations are limited to 3 locations approved by the Parish Scheduler.
- No promotional materials are ever displayed in the Church.
- Anyone using publicity material and/or making public service announcements in which the Church name is used must have prior, written approval of the Parish Manager.
- Do not tape or glue any kind of sign to the walls or fences of any of facilities.
- All postings that appear on Church bulletin boards must be approved by the Parish Manager.

TABLES AFTER MASSES

- Groups may have up to 3 tables on any Sunday if reserved with the Parish Scheduler.
- Reservations are taken, reviewed and prioritized against other Parish needs.
- Tables are not provided; you must bring your own tables.
- Groups are expected to remove all flyers, posters, and trash from the tables after usage and recycle/dispose of them in appropriate receptacles.
- Tables and chairs must be removed immediately after Masses.
- If clean up is not done, future solicitation privileges may be forfeited.
- Harassing, badgering, or otherwise pressuring is strictly prohibited. Groups engaging in this type of behavior will be asked to leave and will lose privileges.

GIFTS, PRIZES, AND AWARDS

Approval must be obtained from the **Pastor** or School Principal before any solicitation of any monetary and non-monetary item is made for a gift, prize, or award for any:

- School, Parish or any Ministry event
- Priest, Religious, employee, parishioner or person in need.
- Not-for-profit organization.

Raffles and drawings must be approved in writing by the Parish or School Finance Office.

The donor can be provided with verification of a donation only by the School or Parish Offices.

The recipient of the gift, prize, or award must complete appropriate prize tax forms available in the Parish or School Offices.

BANNER AND SIGNAGE POLICY AND PROCEDURE

- Banners may only be hung with prior permission from the Facilities Scheduler.
- Groups must bring in banners at least 2 days before they are to be hung for approval.
- Banners must be of professional quality, hand-painted or unprofessional banners can not be approved.
- Groups are responsible for the design and purchase of their own banners.
- Groups are responsible for hanging and removing their own banners.
- Banners may be hung on the signposts at the corner of Springdale and Heil.
- Banners may not be hung over fence vegetation.
- Hanging Banners at any other location requires the approval of the Scheduler.
- Banners must have grommets in each of the four corners.
- Dimensions: Banners cannot be more than **4 feet wide and 3 feet high**.
- “Zip ties” are normally available from the Parish Manager to hang banners.
- Banners may be vinyl, canvas, or high-quality paper that hangs straight.
- Display time limit: Banners may be hung for a maximum of 2 weeks at a time.

FLYERS AND OTHER POSTINGS

- require approval prior to hanging
- may be displayed if they do not interfere with other uses.
- cannot violate other restrictions.
- may not be taped to painted surfaces.
- may not be hung on the doors of the Church.
- must be removed at the end of the event.

Any breach of these guidelines can result in the removal of signs, flyers and banners.

Advertising, News Releases, Face book ads and other alternate ideas for publicity and promotion require the authorization of the Parish Manager or School Principal.

Mail Policy - Use of parish addresses is limited to the Parish Office. Any unauthorized use of address information will result in the immediate public discrediting of your use and event.

All Movie rights, Licensing and Copyright laws must be observed.

CANDLES, INCENSE, AND OPEN FLAMES

Candles or other open flames can only be used during Prayer or Liturgical events. The Parish only has a permit for use of candles in the Church sanctuary. All Prayer or Liturgical events with candles must take place in the Church. Use of candles as part of a Prayer or Liturgical event requires approval of the **Pastor** or Liturgy Team.

These basic guidelines must be followed:

- Whenever possible, substitute open flame candles with battery operated or electrical powered candles.
- Always burn a candle upright.
- Never leave a lighted candle unattended.
- Never touch or move a votive or container candle when the wax is still liquid.
- Never place a votive candle on the floor.
- Do not let children carry or play around candles.
- Keep area around any flame free of combustible or flammable materials.
- Do not use candles around oxygen tanks or flammable gases.
- Always place a candle on a stable surface and in a holder that will not topple.
- Make sure the candleholder is fire resistant.
- Fully enclose the flame in some kind of candle chimney.
- Flames and smoke must not be used close to sprinkler heads or smoke detectors, to prevent accidental activation of one of these devices.
- Extinguish the candle when 2 inches of wax remain or it burns close to the holder.

Use of candles outside of Prayer or Liturgical events:

- Use of lighted candles, oil/alcohol lamps, incense and open flame burners is prohibited.
- Open fires are prohibited.
- Fires or burning of materials within a building is prohibited.

PROHIBITED COMBUSTIBLES

- Any item with a gasoline engine.
- Any open fire in a fire ring or pit.

FIRE SAFETY POLICIES

In case of Fire, action or inaction has the greatest impact on others.

- All exits, including corridors and hallways, must be kept free of obstructions.
- Giving false alarm of fire, tampering, or interference with fire alarm systems will result in disciplinary action by the Parish, as well as Fire Authorities.

FIRE EXTINGUISHERS

- Someone at every meeting or event must know how to operate an extinguisher.
- Report fires of any size by dialing 911.
- Only attempt to control a small fire if you feel you can do so safely.
- Extinguishers should be used only after the alarm has been pulled and the fire department has been notified.
- It is your responsibility to know the location of the extinguisher closest to your event.
- Extinguishers should not be removed from their mounted location except when in use.

FIRE DRILL AND FIRE EVACUATION PROCEDURE

We are required to have drills annually with all ministries where minors are present; these may be announced or unannounced. Every adult and child must leave a building when the fire alarm is sounding.

- When fire alarms sound, everyone must go quickly and orderly, to the nearest exit.
- Close doors off corridors and passageways, without locking.
- Take any personal belongings (handbags, wallets, etc.) and move to the nearest exit.
- Exit and move at least 100 yards from the building to allow emergency personnel and equipment to function.
- Do not re-enter the building until Fire Official signals the recall by voice or hand sign.

All fire drills will be monitored, recorded, and evaluated.

SAFETY

It is the policy of the Parish to maintain a safe environment for all to avoid risk of accidental injury.

ACCIDENTS AND MEDICAL EMERGENCIES

In event of a medical emergency the following procedure should be followed:

- Render urgently needed first aid that may be reasonably necessary for the immediate situation.
- If movement is comfortable and appropriate, suggest the injured individual seek medical attention.
- If the person is ambulatory and with a family member, suggest that they go to an urgent care or other appropriate medical facility.
- If movement is uncomfortable and/or inappropriate with first aid, make the person as comfortable as possible.
- Call 9-1-1, you can also call 9-1-1 from a cell phone.
- Some phones require the use of "9" or "9-9" to get an outside line.
- Tell the 911 operator your name and where you are calling from.
- Notify emergency personnel of your exact location
 - St. Bonaventure Church or School
 - 16400 Springdale, Huntington Beach at Heil and Springdale
 - Give the Building name and/or Room number
- Indicate whether a single person or more than one individual is involved.
- The exact location of the injured person(s) i.e. inside the Hall, on the big field on the southeast corner of the property or in Room 1 at the School.
- The general nature of the injury or specific injury information if known for example:
 - "The injured party has severe chest pains and has trouble breathing."
- The name and/or a description of the injured person for example:
 - "A man who looks to be in his late 80s."
 - "A female infant."
 - "A child who might be in first or second grade."
 - "A woman who is reported to be 8 months pregnant."
- Stay on the line with the 911 operator until the paramedics arrive.

A spotter should stand at the Springdale entrance of the property or the entrance to the building to direct emergency personnel.

REPORT THE INCIDENT

After dealing with the emergency but before leaving the property the Parish Office, School Principal, Religious Education Director, Parish Office or any Priest must be notified of the incident. If none of these people is present, call the Church Office 714 846-3359 follow the directions to contacting the "Emergency Priest on Duty". Leave a message if needed.

Fill out a report, preferably a formal incident report. Include the name(s) and as much information as you can to identify the injured person, the nature of the injury. Include the names of all known witnesses to the accident or injury. Provide as many details as possible. Bring your report to the Parish Center office.

AGREEMENT TO TERMS IN HANDBOOK

As Ministry Leader or Event Coordinator, I have read this Handbook and agree to the terms of use described. This is an agreement, not a binding contract to use the facility.

Name _____
Please Print

Date: _____

Signature _____

Ministry or Event _____

Email _____

Phone Number _____

Please sign, cut along the line, and return this form to the Parish Office within one week.

WAIVER AND FACILITY PERMIT

- It is hereby agreed and understood that the above facility is reserved, as specified, for the use of the named person and/or User.
- The facility reserved is subject to inspection by any authorized representative of the Parish in order to assure proper use of Parish property.
- The User must be responsible for any and all loss, damage or injury to any and all personal property that it or its agents, representatives, invitees or others, may bring to, store at, or leave at the facility.
- The User must indemnify and hold harmless the Parish for any **personal injury** incurred during or subsequent to facility use or on sidewalks and areas adjacent to the facility.
- By your signature below the User agrees to abide by all procedures, policies, and rules governing use of any Parish facility.

User: _____ Date: _____

APPROVED: _____ Date: _____
Parish Representative