

Church of the Assumption Facility Use Policy

Our parish buildings are in constant demand by parish and parish-sponsored groups. In order to ensure just and adequate use of the facilities, the following policy is maintained:

Statement of Use

The parish facilities should be used for activities that are consistent with our mission and are intended mainly for the use of our parish community. Because we are not staffed to support a large number of outside activities, we will limit the use of our facility to parish functions. Exceptions can be made by the pastor or parish staff, if the function is of benefit to the Assumption community as well as the Fairport community, according to the following stipulations:

- Diocesan restrictions prohibit our facilities from being used by any political group.
- The scheduling of events must not interfere with church services and parish programs.
- In the event of a funeral, a group may be required to reschedule its event.

Parish Sponsored Activities

All events must be scheduled through the parish secretary, and contact must be made immediately with the staff liaison to the group or event manager. A calendar of events is maintained in the Parish Ministry Center by the parish secretary who will post the event on the calendar. All groups are asked to apply at least two weeks in advance.

Events may not be scheduled during the following church events:

- Weekend Masses
- Holy Day Vigils and Masses
- Ash Wednesday Services
- Confirmation, First Penance and First Communion Services
- Communal Penance Services

This will assure that the sacredness of these services will be respected and parking will not be shared with other activities.

The priorities of scheduling activities are:

- Faith Formation (Adult & Youth)
- Youth Ministry
- Parish Activities
- Parish-Sponsored Activities
- Community Activities

NB: The Pastor must approve any exceptions.

Non-Parish Sponsored Activities

The same rules above apply for activities sponsored by groups based outside the parish, in addition to the following:

- All first-time applicants must be approved by the parish staff or the pastor.
- All previous applicants must be approved by the business manager.
- All applicants will sign a Hold Harmless agreement in accordance with Diocesan policy.
- All approved applicants will agree to a walk-through prior to the event with a staff member to become familiar with our facility, and will agree to leave the facilities clean and in order. A staff member or his/her delegate must be present during the entire event for contact purposes and in case of an emergency.
- Youth activities must have adult supervision at all times.
- All applicants will follow Diocese of Rochester facility use insurance requirements, which specify *either* a Certificate of Insurance which provides at least \$1M in coverage, *or* special events coverage which may be purchased from our insurance company at the rate of \$100 for a group of 1-100, or \$120 for a group of 101-500.
- Activities and events which would require Assumption facilities to open other than our normal hours would be charged an additional \$100.00 to cover the cost of a facilities coordinator to oversee the clean-up and lock-up of our facilities.
- Groups using the facilities are expected to make an appropriate contribution to cover the cost of maintenance and utilities per the following fee schedule:
 - The Great Hall (Gym) will be \$60 for the first hour, \$30 for each additional hour; however, youth basketball can rent the gym for \$40 first hour, \$20 each additional hour.
 - Use of the Parish Living Room is discouraged due to high use by the parish. (We recommend Room 2 as an alternative.) Exceptions, however, can be made by the pastor or by consensus of the parish staff. The rate for the living room will be \$40 first hour, \$20 each additional hour.
 - For all other rooms: \$30 for the first hour, \$15 for each additional hour.

All non-parish sponsored groups must apply in writing to the Parish Secretary at least two weeks in advance, to:

Church of the Assumption
20 East Avenue
Fairport, NY 14450

Application forms are available at the Parish Ministry Center.

NB: A parish-sponsored event can override a non-parish-sponsored event with a two week notice if there are no other rooms available.

NOTE:

Due to the very high demand for our facilities, their functional limitations, our desire to be fair to all parties requesting space, and the safety need to have either a staff person or another person very familiar with our facilities present during rental periods, we regret that we are generally unable to make the following non- Parish Sponsored Activities eligible for exception:

- 1) Fundraisers
- 2) Private Parties
- 3) Activities and events used to promote and sell products or services