

**Santa Cruz Catholic Church
1100 Main Street/P. O. Box 187
Buda, TX 78610-0187**

Scheduling of Parish Meeting Rooms for Non-Rental Uses

General

The various campus gathering areas and meeting rooms exist to support the Santa Cruz Catholic Church mission to live a communal life of faith, hope, and charity that moves us to love and serve God and others. Our facilities provide a unique setting for formulating, teaching, and/or educating the Santa Cruz Parish community to know Jesus Christ and His plan for our world. As an integral part of Santa Cruz Parish, our facilities are well suited for activities associated with learning opportunities, social ministry functions, organization meetings, prayer meetings, bible studies and various other devotional, educational and organizational uses.

Guidelines

1. Use of our facilities is primarily reserved for parish organizations and ministries, which take preference over all other groups. Use of our facilities by parishioners for personal reasons, non-parish persons or organizations may be allowed when specifically approved by the Building Use Coordinator. Use of the facilities by all approved users must be consistent with the church mission and in accordance with these guidelines for meeting room usage.
2. These guidelines and the associated Non-Rental Meeting Room Request Form are to be used only for requests to reserve non-rental space for three (3) or more consecutive meetings. All arrangements for two or less meetings, and all paid rentals of meeting rooms or the Fr. Deane Hall in the Parish Activity Center (PAC) for non-parishioner and commercial uses are to be made with Jerry Herrera at 512-312-2520. All requests for scheduling of the church narthex and outside campus areas are to be made with Tom Hughes at 512-757-3573.
3. Meeting Room Request Forms are available on the parish Internet site (www.santacruzcc.org) and the parish office. Completed Meeting Room Request Forms are to be left at the parish office during normal business hours Monday thru Friday 9:00 am to 5:00 pm. The application must be submitted no earlier than twelve (12) months and no later than thirty (30) days prior to the planned usage.
4. Meeting room usage is allowed until 10:00 pm. Holidays when the facilities are not available for usage are marked on the attached calendar.
5. The filing of the Meeting Room Request Form does not automatically reserve the requested spaces for the requested dates and times. Only after written approval are the requested arrangements available for use.

6. The members of the Building Use Committee or the Parish Building Use Coordinator will review all submitted Meeting Room Request Forms at least weekly. The requesting organization contact person will be contacted if further information is needed. The requesting organization will be notified when the request is formally approved.
7. Once the request is approved, the Facilities Manager, Jerry Herrera, can be contacted at 512-312-2520 with any questions regarding the meeting room usage or building access and he will maintain a master schedule of all parish meeting room reservations.
8. No keys will be provided to the users of the meeting rooms. Arrangements will be made for entry as required by the Facilities Manager.
9. The use of lighted candles and any other open flames and the preparation of food in the meeting rooms are prohibited at all times.
10. Prepared food and refreshments can be brought into the meeting rooms but all food leftovers/scraps should be removed from the building when finished and not left in wastebaskets. Planned food serving must be noted on the meeting room request form for proper room scheduling. The Facilities Manager should be contacted for any emergency janitorial needs.
11. Facilities must be left as clean or cleaner than they were found. If not, you may be denied the use of the facilities in the future. After each meeting, someone must ensure that furniture is arranged as found, lights are switched off and doors are locked. Materials must not be attached to any room surfaces except for bulletin boards and tack strips.
12. Any damage to the facilities occurring as a result of your use is your sole responsibility and you will be charged for any broken or damaged property or extraordinary cleaning that must occur as a result of your use. Any damage must be reported to the Facilities Manager at 512-312-2520. Any personal injury occurring to anyone of your organization's members or invitees must also be reported to the Parish Administrator at 512-312-2520.
13. All children in attendance must be properly chaperoned by adults in the room that is being used. Use of additional room(s) for childcare requires prior approval by the Building Use Committee. Adults who will provide or oversee childcare in the separate room must be certified by the Diocese of Austin (EIM screening and current training certificate is required). At no time may children be allowed to roam hallways, restrooms or other public areas unattended during the meeting.
14. For further information, contact Barbara Pecuch, Building Use Coordinator, at 512-422-1485.