

# St. Pius X Catholic Parish Ministry Agreement

In order to help maintain a safe and secure environment in which ministry and meetings may be conducted, please follow these guidelines:

## All Ministries and Organizations

- Ministry Leader should submit all Required Paperwork complete and on time
  - Mission Statement
  - Name of Leader
  - Name of Leadership and Members
  - Calendar complete/submitted by June 1 of calendar year
  - Room Requests/Changes
- Leaders must be contributing SPX Parishioners in good standing and be Safe Environment Cleared by July 1, 2015
  - Ministry leadership should ensure that all ministry volunteers are Safe Environment cleared and current
- Best Practices Adherence (See below)

## Reservations

Please follow the procedure for reserving room/space

All reservations are to be made through the parish online calendar ACS Scheduler, through the parish office at [parishoffice@spxdallas.org](mailto:parishoffice@spxdallas.org) or personally through the parish office.

Inform the parish office of any changes or cancellations at least a week in advance

No meetings will be scheduled on public holidays, Holy Week, or Christmas and New Year

Additionally meeting times may be curtailed for certain liturgical times

## Safe Environment

**SAFE ENVIRONMENT PRACTICES MUST BE ADHERED TO AT ALL TIMES.**

There are to be **NO** unattended children left anywhere on campus

Children attending meetings with their parents/guardians must be in the room and within reach of the parent or guardian.

Some adult meetings are not appropriate for children. Please be considerate of all adults and coordinate off campus child care when appropriate.

## Facilities

Use of facilities is provided for the use of those SPX Ministries which are in full compliance

Only validly reserved rooms will be opened according to the schedule

Facilities will be unlocked 15 minutes before scheduled start time

Room to be vacated promptly at scheduled time

No reservations later than 9:00 pm

Tables and chairs to be put away tidy by those using the room

Food and drink items in designated areas only – no eating/drinking allowed in hallways and classrooms

Trash must be taken to the dumpster not left in the meeting room and/or the courtyard

No paint, glue or combustible materials, candles, piñatas or confetti eggs etc. anywhere on campus

No tape of any kind can be used on the walls, doors and/or ceilings

Please leave the space/room clean and ready for the next ministry

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## **Security/Maintenance**

Please return all meeting rooms to the layout in which you found them.

Set up and take down of chairs and tables is done by the ministry; leave the room better than you found it

Remove all trash to the dumpster

Leave promptly at scheduled closing time, NO meetings after 9:00 pm

Inform the Maintenance Dept. of broken items by calling 972-279-6155, ext. 111 or by filling out a maintenance form found on the maintenance office door.

**Media Center and Parish Center** – Please do not use foyer area for babysitting or eating

Tables and chairs should not be taken from rooms to use in foyer

Some adult meetings are not appropriate for children. Please be considerate of all adults and coordinate off campus child care when appropriate.

**Communion Hall** – Please do not use foyer area for babysitting or eating

Tables and chairs should not be taken from rooms to use in foyer

Some adult meetings are not appropriate for children. Please be considerate of all adults and coordinate off campus child care when appropriate.

**Parish Hall** – the stage is off limits and can only be used with explicit permission

Please remove all food from refrigerators after each event. Please take home all personal items

Some adult meetings are not appropriate for children. Please be considerate of all adults and coordinate off campus child care when appropriate.

**Brownhouse** - All unsold “Yard Sale” items must be removed immediately after sale closes

Large items of furniture must not be put in the dumpster

Please remove all food from refrigerators after each event. Please take home all personal items

Some adult meetings are not appropriate for children. Please be considerate of all adults and coordinate off campus child care when appropriate.

**Gym** - Reservations made through the parish office.

Ministry fee for gym use is \$250.00 if floor covering is required. Floor covering is required if ministry will be bringing in tables, chairs, large equipment, food or similar.

All other fee is \$1500.00

Special floor procedure is to be followed

**Scout Room**- The St. Pius X Scout room is for use by SPX Scout troops primarily. Other use of the scout room will be qualified by the parish office.

When using the scout room please use the marked parking spots and not the alleyway for all vehicles including trailers, unless loading or unloading.

Please do not loiter in the foyer, driveway, courtyard, or primary grass area without adult supervision

Scout room should be swept and the trash taken to the dumpster at the end of each meeting

Some adult meetings are not appropriate for children. Please be considerate of all adults and coordinate off campus child care when appropriate.

**Youth Room** - The St. Pius X Youth Room is for use by Youth Ministry primarily. Other use of the youth room will be qualified by the parish office.

Please do not loiter in the foyer, driveway, courtyard, or primary grass area without adult supervision. When using the youth room please use the marked parking spots and not the alleyway for all vehicles including trailers, unless loading or unloading.

Some adult meetings are not appropriate for children. Please be considerate of all adults and coordinate off campus child care when appropriate.

Use of St. Pius X Catholic Parish Facilities is provided for the use of those SPX Ministries which are in **full compliance** of ministry regulations. Compliance includes but is not limited to approval of pastor, submission of calendar, Safe Environment clearance and facility best practices. If you do not follow these regulations, you will not be allowed to use the facilities!--*Pastor*

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Ministry Leader Signature

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Date