

# St. Matthew's Catholic Church

## Pope John Paul II Family Center Facility Use Policy

Effective January 1, 2008

All facilities of St. Matthew's Catholic Church exist to aid in fulfilling the mission of St. Matthew's Church. This **Facility Use Policy** is intended as a guide to members of the parish community on the availability and use of parish facilities.

1. **Availability Policy**-Facility utilization is very high with the ordinary activities of St. Matthew's Church and School. Hence, St. Matthew's does not intend to be in the building rental business. We are committed to being good stewards and promoting the Mission of the Church. Facilities use will be on first-come first-serve basis in the following order of priority:
  - A. Church services
  - B. Education
  - C. Parish Ministries
  - D. Parish Organizations
  - E. Parishioner direct personal use
  - F. Catholics from another parish direct personal use
  - G. Approved Non-Parish Charitable or Community Service Organizations
  - F. Other members of Longview Community

Requests for use of facilities at St. Matthew's Church shall be made to the Parish Office. Such request shall be made in writing on the request form designated by the Facility Manager. Authorization to use any part of the facility or grounds shall apply only to the person or reorganization to which such authorization was granted, and may not be transferred or extended to any other person or organization without the prior express approval of the Facility Manager.

2. **Alcohol Use Policy** - Alcohol use is only permitted pursuant to St. Matthew's Alcohol Use Policy, which is strictly enforced.
3. **Smoking Policy** - All facilities at St. Matthew's Parish are designated as NON-SMOKING facilities. **SMOKING IS NOT PERMITTED IN ANY BUILDING.** Further, smoking will not be permitted on the parish grounds.
4. **Fee Policy**- - Moderate usage fees will be set for facility use.
5. St. Matthew's Facility Manager or designated representative shall at all times have the right to enter any and all areas of the facilities for any purpose whatsoever, and the entire facility, including the areas being used shall at all times be under the charge and control of St. Matthew's Catholic Church.
6. St. Matthew's Catholic Church, through its designated representative, shall have the right to exclude from any area or all areas any person or persons without prior notice. In addition, authorization to use any of the facilities *does not* constitute a contractual agreement by St. Matthew's Catholic Church, and may be revoked at any time.
7. All persons or organizations using any part of any facility at St. Matthew's are expected to return the facilities to the same condition it was in when taking occupancy. Any damage

occurring during occupancy must be immediately reported to the Facility Manager. Arrangements must be made to repair any damage caused by misuse of the facilities.

8. All persons or organizations using any part of any facility at St. Matthew's are responsible for the conduct of those persons or members attending the meeting, function or event, including during any setup or cleanup periods, and shall insure that all persons comply with all laws of the United States and the State of Texas, all ordinances of the City- of Longview including acquiring and paying for all permits required by such agencies, as applicable, and all rules and regulations of the diocese of Tyler and St. Matthew's Parish.
9. All equipment or materials brought onto the facility must be cleared with the Facility Manager prior to bringing such equipment or materials onto the facility. Such materials or equipment must be removed at cleanup. Any items left at the facility after cleanup without prior permission of the Facility Manager will be disposed of at the discretion of the Facility Manager. Such permission shall not obligate St. Matthew's Catholic Church to care for any such equipment or materials, and St. Matthew's Catholic Church assumes no responsibility whatsoever for any property placed, or left in or on the premises.
10. Use of all or any part of the facilities is restricted to the purpose for which the Facility Manager authorized use of the facility, and the facilities may not be used for any other purpose without prior approval of the Facility- Manager.
11. All persons occupying or using any of the facilities shall take all necessary steps to insure the premises are kept clean and generally cared for during the use or occupancy of the facilities.
12. **Clean-up** - The facility must be returned to the same condition it was in at the time it was occupied. This will include, at a minimum, sweeping all floor surfaces, vacuuming all carpeted floors, kitchen cleanup if applicable, pursuant to the kitchen cleanup checklist, removal from the building to the trash dumpster of all trash, wipe down all surfaces or tables used, completion of the building checklist for the building being used and any-special instruction provided by the Facility Manager.
13. **No one may use nails, tacks, screws, wires or tape on the walls, ceilings or floors of any building, without prior approval of the Facility Manager.**
14. All tables and chairs will be returned to their original location.
15. Hallways and doorways shall not be obstructed or blocked, and must remain clear at all times. Safety equipment or devices shall not be tampered with or circumvented for any purpose.
16. Failure to comply with all rules, or any misuse of the facilities may result in the revocation of the privilege to use the facilities or the requirement of a security deposit prior to any future use, or the imposition of such other restrictions as the Facility Manager, in consultation with the Facility Use Committee, deems prudent to prevent any further non-compliance or misuse.
17. Use of any Caterer or Concessionaire for any purpose, including but not limited to providing setup, cleanup or any other catering service in or on any part of the facility must be approved by the Facility Manager prior to such Caterer or Concessionaire's arrival on the property.

18. Keys can be picked up with prior arrangement from the Facility Manager, if necessary, and must be returned to the Facility Manager by the next business day, unless prior arrangements are made with the Facility Manager.

### **ALCOHOL USE POLICY**

The sale or use of alcoholic beverages on St. Matthew's Church property is prohibited. An exception or variance to such prohibition may be requested in writing to the parish Facility Use Committee and will be considered on a case by case basis. Exceptions may be granted for special occasions such as wedding receptions, the Bishop's Guild dinner, or other similar occasions and under such restrictions, conditions and requirements as the Committee deems reasonable and necessary for the protection of the facilities and/or others using the facility. The allowance of alcohol use on the premises must be in writing from the Committee. No oral variance or permission to the prohibition of alcoholic beverages on the premises will be valid or considered valid and failure to obtain such written permission will be considered refusal of such permission. Sale, use, or possession of alcoholic beverages on the premises without such written permission shall be cause for immediate termination of the agreement and forfeiture of any and all sums paid. It is the responsibility of the user of the facility to assure that all laws pertaining to the serving of alcoholic beverages are followed, and that any applicable permits are secured prior to the event, and a copy given to the Facility Use Committee. Further, the user, upon granting of permission to have alcohol at the premises, shall assume and does assume all responsibility and liability for the actions of those persons consuming alcoholic beverages and shall indemnify and hold harmless St. Matthew's Church and the Diocese of Tyler for any and all damages directly or indirectly resulting from sale, use, or possession of alcoholic beverages at or on the premises. **Under no conditions may alcohol be served to minors.**

### **FACILITY USE COMMITTEE**

The Facility Use Committee shall include the Pastor, the Facility Manager, Vice-Chairman of the Pastoral Council and two (2) members appointed by the Pastor.

A simple majority shall constitute a quorum for the purpose of meeting on any request for an exception, unless those members present determine that the entire committee should be consulted.

The primary function of the Facility Use Committee is to provide a consistent or uniform interpretation and application of the Facility Use Policy. The Facility Use Committee shall also receive and review all complaints concerning the use, misuse or availability of the facilities at St. Matthew's Parish, and may from time-to-time recommend changes in St. Matthew's Facility Use Policy to the Pastor and Pastoral Council.

# City of Longview Noise Ordinance

## Article II. Amplifying Equipment

### Sec. 58-21. Loud, raucous noises prohibited; prohibited noises enumerated, exceptions.

(a) It is unlawful to make, continue, or cause to be made or continued any loud or raucous **noise** which:

- (1) is offensive to persons in the vicinity thereof;
- (2) substantially impairs the peaceable enjoyment of public or private property; or
- (3) causes material distress, discomfort, or injury to persons of ordinary sensibilities in the area.

(b) The following acts, among others, are loud and raucous noises, and are unlawful:

- (1) the playing of any radio, stereo, phonograph, musical instrument, or similar device in such manner or with such volume so as to be heard at least 50 feet away, or so as to offend persons in the vicinity;
- (2) the keeping or harboring of any animal or fowl which emits or makes any **noise** which by its character, volume or repetition is offensive to persons in the vicinity;
- (3) the discharge into open air of the exhaust of any steam or internal combustion engine, whether moveable or stationary, except through a muffler or other device which will effectively prevent the emission of offensive noises therefrom;
- (4) the erection, excavation, demolition, alteration or repair of any building or structure in or adjacent to a residential area or hotel between the hours of 9:00 p.m. and 7:00 a.m. on weekdays and between 6:00 p.m. and 7:00 a.m. on weekends after receiving a complaint and warning to stop the noisy activity, except in situations involving the interests of public safety, official government business, or the protection of the subject property;
- (5) the creation of any **noise** in a public place adjacent to a church, school, cemetery, court of law, or other public building which, by its nature, is reasonably calculated to disrupt, interfere with, or disturb the proceedings conducted therein;

(6) the outdoor use of a drum, musical instrument, mechanical loud speaker, or other sound amplification device for the purpose of attracting attention by the creation of **noise** to any performance, show, sales event, or display of merchandise so as to attract customers to any place of business;

(7) the outdoor use of a mechanical loudspeaker, calliope, mechanically operated piano, organ, musical instrument or other sound amplification or broadcasting equipment, whether stationary or mobile, emitting sound capable of being heard within 100 feet of a private home, apartment building, hotel, or other place of residence;

(8) the demolition, repair, or alteration of a motor vehicle or part thereof in connection with which there is produced any **noise** which is offensive to inhabitants in the vicinity or which substantially impairs the use or enjoyment of adjacent property;

(9) the use or operation of any device that is equipped on any motor vehicle, designed to aid in the braking, decompression, or deceleration which results in the excessive, loud, unusual or explosive **noise** from such vehicle.

(c) *Exceptions.* This section shall not apply to:

(1) an official of federal, state, or local government or to members of the United States armed forces engaged in the performance of official duties;

(2) persons engaged in the present performance or rendition of emergency services;

(3) special events conducted in park or recreation areas pursuant to a special event permit authorized by the Parks Director;

(4) public parades duly permitted;

(5) the use of outdoor sound amplification for outdoor public speeches, ceremonies, political assemblages or paging purposes conducted at a fixed location at least 100 feet from a residential district and the sound was not audible beyond the property line of the premises on which it was located; or

(6) the use of sound amplification, intercom, or paging devices within the interior of a church, school, auditorium, convention center, government building or similar public meeting place.

(Ord. No. 2968, § 2, 10-12-00; Ord. No. 3462, § 2, 7-13-06)

*{--end City of Longview Noise Ordinance section--}*

## State of Texas PENAL CODE

### TITLE 9. OFFENSES AGAINST PUBLIC ORDER AND DECENCY

#### CHAPTER 42. DISORDERLY CONDUCT AND RELATED OFFENSES

§ 42.01. DISORDERLY CONDUCT. (a) A person commits an offense if he intentionally or knowingly:

(1) uses abusive, indecent, profane, or vulgar language in a public place, and the language by its very utterance tends to incite an immediate breach of the peace;

(2) makes an offensive gesture or display in a public place, and the gesture or display tends to incite an immediate breach of the peace;

(3) creates, by chemical means, a noxious and unreasonable odor in a public place;

(4) abuses or threatens a person in a public place in an obviously offensive manner;

(5) makes unreasonable [noise\[0\]](#) in a public place other than a sport shooting range, as defined by Section 250.001, Local Government Code, or in or near a private residence that he has no right to occupy;

(6) fights with another in a public place;

(7) discharges a firearm in a public place other than a public road or a sport shooting range, as defined by Section 250.001, Local Government Code;

(8) displays a firearm or other deadly weapon in a public place in a manner calculated to alarm;

(9) discharges a firearm on or across a public road;

(10) exposes his anus or genitals in a public place and is reckless about whether another may be present who will be offended or alarmed by his act; or

(11) for a lewd or unlawful purpose:

(A) enters on the property of another and looks into a dwelling on the property through any window or other opening in the dwelling;

(B) while on the premises of a hotel or comparable establishment, looks into a guest room not the person's own through a window or other opening in the room; or

(C) while on the premises of a public place, looks into an area such as a restroom or shower stall or changing or dressing room that is designed to provide privacy to a person using the area.

(b) It is a defense to prosecution under Subsection (a)(4) that the actor had significant provocation for his abusive or threatening conduct.

(c) For purposes of this section:

(1) an act is deemed to occur in a public place or near a private residence if it produces its offensive or proscribed consequences in the public place or near a private residence; and

(2) a noise[0] is presumed to be unreasonable if the noise[0] exceeds a decibel level of 85 after the person making the noise[0] receives notice from a magistrate or peace officer that the noise[0] is a public nuisance.

(d) An offense under this section is a Class C misdemeanor unless committed under Subsection (a)(7) or (a)(8), in which event it is a Class B misdemeanor.

(e) It is a defense to prosecution for an offense under Subsection (a)(7) or (9) that the person who discharged the firearm had a reasonable fear of bodily injury to the person or to another by a dangerous wild animal as defined by Section 822.101, Health and Safety Code.

Acts 1973, 63rd Leg., p. 883, ch. 399, § 1, eff. Jan. 1, 1974.  
Amended by Acts 1977, 65th Leg., p. 181, ch. 89, § 1, 2, eff. Aug. 29, 1977; Acts 1983, 68th Leg., p. 4641, ch. 800, § 1, eff. Sept. 1, 1983; Acts 1991, 72nd Leg., ch. 145, § 2, eff. Aug. 26, 1991; Acts 1993, 73rd Leg., ch. 900, § 1.01, eff. Sept. 1, 1994; Acts 1995, 74th Leg., ch. 318, § 14, eff. Sept. 1, 1995; Acts 2001, 77th Leg., ch. 54, § 4, eff. Sept. 1, 2001; Acts 2003, 78th Leg., ch. 389, § 1, eff. Sept. 1, 2003.

§ 42.02. RIOT. (a) For the purpose of this section, "riot" means the assemblage of seven or more persons resulting in conduct which:

(1) creates an immediate danger of damage to property or injury to persons;

(2) substantially obstructs law enforcement or other governmental functions or services; or

(3) by force, threat of force, or physical action deprives any person of a legal right or disturbs any person in the enjoyment of a legal right.

(b) A person commits an offense if he knowingly participates in a riot.

(c) It is a defense to prosecution under this section that the assembly was at first lawful and when one of those assembled manifested an intent to engage in conduct enumerated in Subsection (a), the actor retired from the assembly.

(d) It is no defense to prosecution under this section that another who was a party to the riot has been acquitted, has not been arrested, prosecuted, or convicted, has been convicted of a different offense or of a different type or class of offense, or is immune from prosecution.

(e) Except as provided in Subsection (f), an offense under this section is a Class B misdemeanor.

(f) An offense under this section is an offense of the same classification as any offense of a higher grade committed by anyone engaged in the riot if the offense was:

(1) in the furtherance of the purpose of the assembly;

or

(2) an offense which should have been anticipated as a result of the assembly.

Acts 1973, 63rd Leg., p. 883, ch. 399, § 1, eff. Jan. 1, 1974.  
Amended by Acts 1993, 73rd Leg., ch. 900, § 1.01, eff. Sept. 1, 1994.

§ 42.03. OBSTRUCTING HIGHWAY OR OTHER PASSAGEWAY.

(a) A person commits an offense if, without legal privilege or authority, he intentionally, knowingly, or recklessly:

(1) obstructs a highway, street, sidewalk, railway, waterway, elevator, aisle, hallway, entrance, or exit to which the public or a substantial group of the public has access, or any other place used for the passage of persons, vehicles, or conveyances, regardless of the means of creating the obstruction and whether the obstruction arises from his acts alone or from his acts and the acts of others; or

(2) disobeys a reasonable request or order to move issued by a person the actor knows to be or is informed is a peace officer, a fireman, or a person with authority to control the use of the premises:

(A) to prevent obstruction of a highway or any of those areas mentioned in Subdivision (1); or

(B) to maintain public safety by dispersing those gathered in dangerous proximity to a fire, riot, or other hazard.

(b) For purposes of this section, "obstruct" means to render impassable or to render passage unreasonably inconvenient or hazardous.

(c) An offense under this section is a Class B misdemeanor.

Acts 1973, 63rd Leg., p. 883, ch. 399, § 1, eff. Jan. 1, 1974.

Amended by Acts 1993, 73rd Leg., ch. 900, § 1.01, eff. Sept. 1, 1994.

*{--end State of Texas Penal Code section--}*



## **KITCHEN CHECKLIST**

**This kitchen is subject to inspection at any time, therefore your cooperation would be appreciated with the following rules.**

1. Counter tops wiped, use soft scrub (provided).
2. Wipe cabinet fronts for splatters and spills. Grill, oven, stove top and drip pan should be left clean.
3. Floors swept and mopped.
4. Any kitchen items used should be washed, dried and returned to its proper place.  
**DO NOT LEAVE THE FOLLOWING ON THE GRILL TOP OR CABINETS**
  1. Leftovers and/or unused food should be removed from the refrigerator & kitchen.
  2. Remove all trash to outside dumpster.
  3. Replace clean liners in all trash cans.
  4. Clean all sinks. Coffee grounds are to be put in the trash or disposal.
5. Any towels or aprons used must be washed, dried and returned to the kitchen the next day.
6. Any equipment moved or unplugged must be returned to its original position and plugged in again. (milk refrigerator, ice cream freezer, etc.)  
Please note anything that needs attention for repair, consideration.  
I have checked the above listed items and have returned the Kitchen to its original working order.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

## **RULES FOR USE OF THE BALL FIELDS/GROUNDS**

1. All teams or groups must schedule a time and location with the Facility Manager or his designated representative.
2. Each team or group should provide their own equipment (balls, nets, etc.)
3. Notify the Facility Manager of anything that needs repair or attention, such as a damaged fence, playground equipment or anything else that could be hazardous.
4. Keep all vehicles in the parking lots. Do not park behind the Fellowship Hall next to the dumpsters.

### Checklist:

1. Remove all loose equipment after each use.
2. Pick up trash in the area used. Leave area clean for the next user.
3. Lock any gates, if applicable.

Please note anything that needs attention for repair, consideration.

I have checked the above listed items and have returned the Ball Fields/Grounds its original working order.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_