



OUR LADY OF THE MOUNTAINS

A ROMAN CATHOLIC PARISH IN THE ARCHDIOCESE OF ATLANTA

1908 Waleska Highway 108 • Jasper, Georgia 30143 • USA

706-253-3078 • www.olmjasper.com

Barn Use Policy and Guidelines

Dear Parishioners,

I am pleased that our shared vision of the church as both a spiritual and community center has come to life. I hope, of course, that those of us who use the Barn will share our feeling of gratitude for having this resource and accordingly, help to maintain the building and the equipment that we at OLM share.

OLM facilities are used by many parish organizations and we are, therefore, constantly challenged by both increases in routine and major maintenance costs, as well as by the ever-increasing costs of heat and utilities. Keeping in mind our desire to meet the costs associated with the operation of the Barn, we have determined procedures to be followed and a schedule of deposits and fees.

I want to emphasize the use of alcohol in non-parochial events is not covered in our insurance, and therefore, *cannot be allowed*. Moreover, any use of tobacco must be outdoors only, and all evidence of tobacco use must be removed from the church grounds.

Thank you for your cooperation in keeping the Barn a desirable place in which we came together as a parish family.

Yours in Christ,

A handwritten signature in black ink, reading "Fr. Charles A. Byrd". The signature is written in a cursive, flowing style.

Pastor

Barn Use Policy and Guidelines

Introduction

Let us be clear from the start. Our Barn is *not* a special events facility – it is our Youth Facility. We are not equipped to deal with the cleaning and maintenance levels necessary to let the Barn be used constantly for outside events. Keep that in mind as you read through the following Policy and Guidelines.

Who is Allowed to Use the Barn?

Use of the building facilities will be limited to Our Lady of the Mountains (OLM) parishioners. Any receptions following Sacramental events, e.g., baptisms, weddings, etc., and/or other potential events and activities must be approved. We will consider use by an outside Catholic group on a case-by-case basis. If we decide to allow an outside group to use the Barn, that group must abide by the same rules and regulations as parishioners do. Users are required to abide by and sign this *Barn Use Policy and Guidelines* document. The Barn is not open to persons or organizations that engage in any illegal activities or whose actions conflict with the mission and vision of OLM. It may also not be used for any for-profit activity or organization.

Proper insurance must be acquired based on current Atlanta Archdiocesan guidelines, if applicable. For parishioners during parish events, OLM's insurance usually covers these activities, but check with the Parish Office to verify. Non-parish groups must provide proof of their own liability insurance.

All users and guests must follow the laws as set forth by the local, state, and federal governments.

Availability and Reservations

1. Contact our Youth Minister, Anna Moore, 770-309-2407, amoore.olm@gmail.com, who is in charge of scheduling events at the Barn, to check if your requested date and time are available. Keep in mind that the Barn is primarily our Youth Facility, and therefore, their activities have priority. These are the rooms available:
 - a. First Floor – Kitchen and living room;
 - b. Lower Level – Prince Gallitzin classroom (for meeting purposes only, no food allowed); and
 - c. Upper Level – St. Kateri Tekakwitha and Blessed Francis Xavier Seelos classrooms (again, for meeting purposes only, no food allowed).

Ms. Moore will be happy to arrange an initial tour of the Barn with a review of the Policy at that time.

2. Reservations are on a first-come, first-serve basis. After you have submitted the *Barn Reservation Request Form* and have read and signed this *Barn Use Policy and Guidelines* document, your request will be reviewed. You will be notified once your application has been approved or declined.
3. No other agreements, verbal or implied, will be binding on either party unless by written agreement signed by the user and OLM.
4. The reserved rooms in the Barn may not be used before or after the approved time slot—even if there are no other reservations before or after your reserved time.
5. Only reserved rooms may be used. The marked restricted areas in the lower level of the Barn are strictly off-limits.
6. Given that the Barn's rooms are available, meetings/events are permitted from 8:00 a.m. to 10:00 p.m.
7. Your reserved time frame must include the time needed to set-up before and to clean-up afterward. Final clean-up must be completed by 10:00 p.m.

Reservation Cancellations

1. OLM reserves the right to cancel (with full refund) or postpone any Barn reservation due to unforeseen circumstances, e.g., inclement weather. We will provide notice as early as possible. Please contact the Parish Office, 706-253-3078, to confirm cancellations.
2. If a group cancels an event for any reason, it must give notice to the Parish Office immediately.

Barn Building

1. The main doors of the Barn (from the parking lot) are locked daily when the Barn is not in use. All other doors of the building are to be closed, locked, and *unused* except in case of emergency. All trips and deliveries in and out of the building are to be made through the main Barn doors.
2. Maximum capacity of the Barn is restricted to 104 people on the main floor, and 64 people per classroom, in accordance with the National Fire Protection Association. These maximums must not be exceeded.
3. Cooking and storing food is permitted in the kitchen only. No one is to take food upstairs or downstairs or into the classrooms.
4. Users must provide all their own serving platters/utensils, tablecloths, and table settings (plates, napkins, cups, plastic ware, etc.). Any user-provided utensils must be removed after the event.

Technology and Audio/Visual Needs

We have no projectors in the Barn, as each room has a TV with the ability to hook up to a computer. Each room also has a DVD player. The sound bar on the living room TV can be used with any MP3 player, and the DVD player has the capability to play CDs over the sound bar as well. CD players are also available by request. The Barn does not have a microphone or sound system for audio presentations; however, a system can be set up if you request so in advance. No cables or wires shall be removed from their corresponding rooms or the Barn. Please notify our Youth Minister, Anna Moore, 770-309-2407, amoore.olm@gmail.com, at the time of reservation for any technology and audio/visual needs you may have.

Set-Up and Decorations

Only painter's tape is allowed (no tacky putty or masking tape permitted). All adhesives must be removed at completion of the event. You may not use any tacks already on the walls or bulletin board.

Clean-Up

The directions for clean-up are inclusive of all rooms available for use in the Barn. The user must empty the Barn facilities of all trash and clean them immediately after the event. You must also specify one person who will be responsible for clean-up (ultimately, the person who submitted the reservation is responsible). See the attached *Directions for Clean-Up* for clean-up details.

Final Requirements before You Leave

1. Thermostat—Heating/Air Conditioning
 - a. You may adjust thermostats as needed – within reason.
 - b. Before leaving, it is your responsibility to reset the thermostat, 64° for heat, 76° for A/C. If you are staying overnight for several days/nights and will be away during the day, make sure the thermostat is reset to reflect the fact that you will not be there during the day.
2. Make sure *all* doors are locked, switch off lights, and lock the main doors when you leave.

Restrictions

1. We allow no alcohol on church property and no tobacco use anywhere inside the Barn.
2. No furniture, tables, or chairs from other OLM facilities may be used, borrowed, or taken to the Barn.

3. You may not throw confetti, rice, grain, or any type of birdseed in the Barn or on the grounds.
4. All pocket knives, kitchen knives, and lighters must be used by adults only, and no child should have on his/her person or in personal belongings such items.
5. Children should not be allowed to throw things anywhere in the Barn, including in the stairwells.
6. Teen/child retreats must have at least two women present and two men present at all times, possibly more depending on the number of teens/children (it's ok for an all-boy retreat to have only men chaperones, likewise, an all-girl retreat only women). These chaperones must have gone through the vetting process as required by the Archdiocese.

Barn Use Deposit and Fees

Deposits

The responsible party must pay in advance a deposit of \$50.00 for the key and a cleaning deposit of \$250.00, both of which we will return to you following your event, provided that you have met all agreements (as stated in these *Guidelines*) and you have returned the key.

The cleaning deposit fee will be forfeited if

- You fail to clean up after your event according to the *Directions for Clean-Up* included in these *Guidelines*.
- Damages are caused by you or a guest of your event.

NOTE: Users are responsible for properly securing the facility, and for any damage done to the real property, furniture, appliances, fixtures, and windows. We will charge the cost to repair any damages to the group or persons using the Barn. If damage occurs, this will negatively affect the group's ability to use the Barn again.

Fees

Kitchen Use	<u>\$ 30.00</u> / \$10.00 per day for overnight stays	
Cleaning Supply	<u>\$ 15.00</u>	
Facility Service	<u>\$ 50.00</u>	For a parishioner's personal event, such as a wedding reception, or for overnight stays
Optional Cleaning	<u>\$150.00</u>	Users may elect to pay us for cleaning (excluding trash, dish, and food removal), given that we have someone available to do the cleaning; check with the Parish Office. The cleaning fee must be paid two weeks in advance.

Directions for Clean-up

Meeting Room

- Remove all debris from all tables and chairs.
- Wipe down each table with supplies from the kitchen area or maintenance closet (a cleaning supply fee is included in the contract).
- If needed, vacuum and/or mop the floor with the vacuum/mop located in the maintenance closet.
- Replace all furniture to its original position (you can find a diagram and pictures in the *Barn Policies & Rules* notebook in the kitchen drawer).
- Remove and properly dispose all decorations and adhesives.
- Ensure restrooms are clean and orderly and the toilets flushed. For overnight stays, thoroughly clean shower stalls, counters, and mirrors.
- Remove all trash from all meeting rooms and bathrooms and either take it home with you, or throw it in the dumpster in the parking lot

Kitchen

- Wipe clean all sinks and counters, and thoroughly clean all floors.
- Clean and put away all kitchen equipment.
- Remove all items brought into kitchen, including leftover food.
- Remove all trash bags from the tall kitchen garbage cans and either take it home with you, or throw it in the dumpster in the parking lot.

Signature of Responsible Party

Date