



ST. ANNE CATHOLIC CHURCH

1694 Bird Street
Rock Hill, SC 29730

SAINT ANNE CATHOLIC CHURCH POLICIES AND PROCEDURES FOR USE OF FACILITIES

Effective May 19, 2026

PURPOSE

St. Anne Catholic Church is committed to being a good steward of its facilities by maintaining safe, clean, organized, and welcoming spaces that support the mission of the Catholic Church and the parish community.

The purpose of this document is to outline the policies, procedures, scheduling expectations, fees, insurance requirements, and responsibilities related to the use of all parish and school facilities, including but not limited to the Father William Pentis Family Life Center, classrooms, meeting rooms, parish hall spaces, church grounds, and school facilities.

POLICY

The use of St. Anne Catholic Church facilities is reserved primarily for parish, school, ministry, and approved community-related activities according to the following order of priority:

1. Parish Liturgies and Worship Services
(Masses, funerals, sacramental celebrations, receptions, adoration, etc.)
2. Parish and School Religious Education
(Faith Formation, Youth Ministry, RCIA, sacramental preparation, Bible studies, etc.)
3. St. Anne Catholic School Activities
(Academic events, athletics, arts programs, meetings, school functions, etc.)
4. Official Parish and School Boards or Committees
(Finance Council, Parish Council, committees, staff meetings, etc.)
5. Parish Ministries and Organizations
(Liturgical ministries, Hispanic Ministry, St. Martha's, choir groups, etc.)
6. Affiliated Catholic Organizations
(Knights of Columbus, St. Vincent de Paul, diocesan ministries, etc.)
7. Parishioner Requests
(Wedding receptions, anniversaries, family celebrations, meetings, etc.)
8. Approved External Organizations
(Scouts, nonprofit organizations, approved community events, etc.)

Requests under categories 4–8 may be reviewed periodically and are subject to ongoing parish needs and scheduling availability.

St. Anne Catholic Church reserves the right to approve, deny, cancel, modify, or revoke any reservation request when deemed necessary and in the best interest of the parish, school, or Diocese.

Scheduling approval is dependent upon:

- Liturgical calendar priorities
- School calendar availability
- Parking availability
- Staffing and building monitor availability
- Cleaning and maintenance schedules
- Safety and security considerations

FACILITY REQUEST PROCEDURES

I. REQUESTING FACILITY USE

1. All facility requests must be submitted through the official online Room Request Form provided by the Parish Office.
2. Submission of a request does not guarantee approval or reservation of space.
3. Reservations are not considered confirmed until written approval has been provided by the Parish Office.
4. The Parish Office maintains a current Fee Schedule for the use of all parish rooms, facilities, and church property. Applicable fees will vary depending on the type of event, room requested, staffing needs, and duration of use.
5. Additional fees and requirements may apply depending on the event, including but not limited to:
 - Cleaning fees
 - Security or building monitor fees
 - Kitchen usage fees
 - Audio/visual equipment fees
 - Setup and breakdown fees
 - Off-duty police/security requirements when applicable
 - Damage or repair fees
6. Proof of liability insurance may be required for certain events, organizations, or external groups. The Parish Office will provide guidance regarding all insurance requirements, coverage limits, forms, and submission procedures.
7. The Parish Office will inform all applicants of additional fees, insurance requirements, policies, and any other necessary documentation prior to final approval of the reservation.
8. All events must conclude, all cleanup completed, and all facilities vacated by 9:00 PM unless prior written approval is granted by the Parish Office.
9. All school and parish events must conclude by 9:00 PM to accommodate the schedules of the cleaning crew and facility coordinator. Facilities must be cleaned and vacated by that time unless otherwise approved by the Parish Office in advance.
10. Failure to comply with facility policies or approved reservation times may result in suspension or loss of future facility use privileges.

II. GENERAL FACILITY USE REQUIREMENTS

All individuals, groups, ministries, and organizations using parish facilities are responsible for the following:

Supervision of Minors

All minors under the age of 18 must be supervised at all times by a parent or an adult who has completed the Diocese of Charleston Safe Environment requirements and background screening.

Security and Building Access

Exterior doors must remain closed and locked unless otherwise authorized by parish staff. Unauthorized propping open of doors is prohibited.

Furniture and Room Setup

Furniture may not be removed from other rooms or areas without permission. Any tables or chairs moved during an event must be returned to their original arrangement before leaving.

Use of Assigned Spaces

Groups are limited to the approved reservation time and assigned spaces only.

Emergency Procedures

In the event of an emergency involving the safety of attendees or parish property, call 911 immediately and notify the Parish Office or Building Monitor as soon as possible.

Damages and Maintenance Concerns

Any damages, spills, broken items, or maintenance concerns must be reported immediately to the Parish Office or Building Monitor.

Cleanliness and Facility Care

Facilities must be left clean, orderly, and in the same condition they were found.

Responsibilities include:

- Removing all trash
- Wiping tables and counters
- Cleaning spills
- Sweeping floors if necessary
- Removing all decorations and personal belongings
- Returning furniture to its original arrangement

If a facility is left excessively dirty or damaged, the responsible party may be charged additional cleaning or repair fees at the discretion of the Pastor or Parish Administration.

Repeated violations may result in suspension of future facility use privileges.

III. DECORATIONS AND EVENT RESTRICTIONS

Decorations are permitted only within parish guidelines and may not damage parish property.

Prohibited Items

The following items are NOT permitted:

- Nails
- Screws
- Staples (except where specifically approved)
- Push pins
- Open flames or candles
- Double-sided tape
- Adhesive wall hooks
- Hanging items from ceilings or stage curtains

Approved Materials

Only the following materials are approved:

- Fun-Tak provided by the parish
- Sticky Tack

Staples may only be used on approved designated stage wall areas and must be removed immediately after the event.

IV. INTERNAL ACTIVITY APPROVAL PROCESS

1. The official parish and school calendar is managed by the Parish Office, School Administration, and Pastor.
2. Requests will be reviewed based on:
 - Availability
 - Parish priorities
 - Staffing availability
 - Liturgical schedule
 - School calendar needs
3. Requests are generally approved or denied within two (2) business days.
4. Entry into school facilities during weekdays before 4:00 PM will be coordinated by school personnel. After 4:00 PM and on weekends, access may require a building monitor or parish representative.
5. On Sundays, large events may not be scheduled before 4:00 PM except for approved Faith Formation or Youth Ministry activities.
6. Certain dates may be unavailable due to liturgical celebrations or major parish events, including:
 - Ash Wednesday
 - Palm Sunday
 - Holy Week and the Triduum
 - Easter Sunday
 - Christmas
 - Other major diocesan or parish celebrations
7. Events involving large numbers of minors or students may require attendance rosters and additional supervision procedures.
8. After a request is submitted:
 - An automatic email confirmation acknowledging receipt will be sent
 - A follow-up email will provide approval, denial, or additional instructions within two business days
9. Only the Pastor or Parish Administration may cancel or revoke an approved event reservation.
10. St. Anne Catholic Church reserves the right to modify facility policies and procedures as needed to ensure the safety, maintenance, and proper stewardship of parish property.

AGREEMENT

By submitting a facility request and using parish property, all individuals and organizations acknowledge that they have read, understood, and agreed to comply with all parish facility policies, procedures, fees, insurance requirements, and expectations outlined in this document.

Approved by:

Father Adilso Coelho, C.O.

Pastor and Administrator