

St Mark's Parish Pakuranga

Meeting Room Policies and Guidelines



St Mark's Parish welcomes community use of its meeting facilities in keeping with the parish's mission "*To promote a loving, caring, Christ-like community which accepts all people and is inspired to spread the good news of Jesus Christ.*"

The Meeting Room Policy establishes rules and procedures for the use of the Parish meeting facilities. The parish office is responsible for implementing this policy and for maintaining reservation lists. This guideline may be updated without prior notice.

Use of parish meeting rooms by any group signifies acceptance of the terms of this policy.

General Guidelines

Meeting Rooms

St Mark's Parish has two meeting rooms: Parish Hall and Lyons Den

Meeting rooms at St Mark's parish are designed to meet general, non-commercial, informational, educational, cultural, and civic needs including activities such as Christian/religious teachings, discussion groups, panels, lectures, conferences, and seminars.

Meeting rooms may not be used for political rallies or campaigns for specific partisan political issues or candidates (however, forums and study groups are permitted).

Eligibility

All Parish Ministries/ Groups/Events/Activities takes priority over other booking (First come first serve). Refer to Memorandum issued by Fr Sherwin.



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Non- Parish Ministries/Groups - To be eligible to use a meeting room, any group or organization must be not for profit and should include 10 or more individuals.

- All meeting rooms must be completely vacated on or before reservation time expire.
- Bookings may be cancelled by the parish office in case the facility will be used for Parish Activities. Organisers will be advised 48 hours prior to booking time.
- Children or children activities must be supervised by an adult at all times.



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Before the Meeting/Event

Reservations

Requests for use of a meeting room may be made online, in person, by telephone, or in writing. Requests will be honoured on a Parish Prioritisation basis (refer to Fr Sherwin Memo)

Reservations will only be held for 3 days until signed reservation form is received. If your planned meeting will take place in less than 3 days and the meeting room is available, a reservation will be tentatively accepted with the signed form due at least 24 hours prior to the meeting.

When making a reservation, please use the Form in this link:
<https://stmarkspakuranga.org.nz/meeting-room-reservation-form/>

Notice of cancellation should be made to the Parish Office as soon as possible. After 30 minutes a group may forfeit its booking if it fails to appear as scheduled.

Personal furniture or equipment may be provided by the group with prior approval. Arrangements for the use of any personal furniture or equipment should be made at scheduling time. In order to ensure easy removal of equipment after the meeting, the parish should be notified when the equipment is brought into the building.

Persons or Groups may not assign or transfer their reservations to other groups.

In the event of any liturgical or parish activity, a booking may be cancelled. A 48-hour notice will be given to the event organiser.

During the Meeting/Event

Care and Use of Facilities

Meeting/Event organiser should conduct Health and Safety Announcement before the meeting.

- Exits and Assembly Area in case of Emergency
- Toilets



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- Respect and Courtesy to people using other facilities (church, foyer, etc) and community surrounding the church complex.

Please leave meeting rooms as they are found. If the furniture is rearranged, it should be returned to the original arrangement at the end of the meeting.

Equipment, supplies, or personal effects cannot be stored or left in meeting rooms before or after use.

Keep all exits unlocked at all times. Open aisles must be maintained within the seating arrangement to provide clear access to exits.

Any announcements or notices to publicise an event/meeting may be posted or distributed on parish premises with prior approval from the parish office.

Attendance at meetings will be limited to the capacity of the individual meeting rooms as listed :

Parish Hall – 100 persons

Lyons Den – 20 persons

Church – 300 persons

Seating and/or supplementary furniture are not allowed in corridors outside the meeting rooms.

Food and drink may be consumed in the meeting rooms as long as cleanliness is maintained. Kitchen facilities or equipment are only available at the Parish Centre. Minimal kitchen facilities are available at the Lyons Den.

The individual making the reservation, as well as the group as a whole, will be held responsible for any and all damages that may occur as a result of the use of the facilities.

Questions not covered in this policy should be addressed to Parish office, (09) 576 7959.

Koha for Private functions (Wedding, Baptism, Funeral)

Lyons Den: \$30 per hour

Parish Hall: \$150 (3 hours minimum)



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Church : \$300

Koha: Video Streaming (\$100)

Bond for non-parish activities (deposit bond to confirm booking)

Bank Account Name: St. Mark's Parish

Bank Account Number: 02 0100 0120982 04

- \$300 Parish Hall
- \$150 Lyons Den

Koha for Parish Groups/Ministries : free (clean up after use)



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After the Meeting/Event (applies to Parish Hall and Lyons den)

1. Wash and dry all crockeries and put back in the cupboard (if used)
2. Wipe and dry tables
3. Stack chairs on the far corner of the hall
 - a. max of 5 per stack
 - b. Do not block the exit doors
4. Put away tables in the table side- board
5. Wash and Dry
6. Sweep Floor
7. Vacuum the carpet
8. All trash resulting from the serving of refreshments must be removed and taken home by the group; and replace rubbish liners/plastic
9. Switch off all lights

Note: Bond will be refunded less any expenses incurred for cleaning or broken property

By signing, I agree to the guidelines as stipulated in this document.

Name and Signature

Date

Contact Number _____

Email Address _____



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Facilities and Property Use

Waiver and Liability Release

In consideration of being allowed to use St Mark's Parish facility on the date(s) indicated in the reservation form, the undersigned hereby releases and waives all claims for liability against the St Mark's Parish and all their priests, employees, volunteers and any and all individuals and organizations assisting, arising or in any way predicated upon acts or omissions, in connection with the undersigned group or organization's use of the above-described facilities or property.

The undersigned agrees to indemnify and hold harmless the St Mark's Parish, all their priests, employees, volunteers and any and all individuals and organizations assisting from any and all liability arising out of, or in any manner predicated upon, loss or damage to property, injury or death to members of the undersigned group or organization, which injury may occur in connection with the use of the above-described facilities and/or property.

The undersigned further states that s/he is of lawful age and legally competent and empowered to sign this waiver and release on his/her own behalf and/or on behalf of his/her principal, and that such waiver and release is freely given and based upon no statement or representation of St Mark's Parish, and all their priests, employees, volunteers and any and all individuals and organizations assisting.

I _____ affirm that I have read this Facilities and Property Use Waiver and Liability Release, and that I understand the contents of this Agreement to use _____ on the date indicated in the attached form.

Name and Signature



ST. MARK'S

CATHOLIC MISSION PARISH

St Mark's Parish Pakuranga

Please email a signed copy to admin@stmark.org.nz