



St. John XXIII

Parish Life Center &
Reservable Areas

Policies and Procedures



Dedicated November 18, 2018

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PASTOR'S WELCOME & APPRECIATION

It is with gratitude that I present to you the Parish Life Center and Adoration Chapel of St. John XXIII Catholic Church. It has been a need and a personal dream ever since I became your Pastor in May of 2007.

Once the mortgage of the church building was paid, we began planning a Life Center that would include classrooms, meeting space, a commercial kitchen and a large gathering space.

In addition, a quiet place was needed so that our people could come and pray before the Blessed Sacrament. The Adoration Chapel became another reality.

In the fall of 2018, our 20,000 square foot Parish Life Center and the Adoration Chapel were blessed by Bishop Frank J. Dewane. The generosity of the people of St. John XXIII exemplifies the true commitment of faith. Together, we build these buildings allowing for continual growth so that future generations may gather and pray for God's Kingdom.

Gratefully yours in Christ,
Rev. Robert Tabbert

MISSION STATEMENT

The Mission of St. John XXIII Parish Life Center is to provide a safe and inviting gathering place for our multi-cultural parish community to practice our Catholic doctrine. We will spread the message of Christ by:

- Fostering Roman Catholic education and spirituality
- Celebrating parish events
- Supporting and comforting one another through our ministries

"BUILDING OUR LEGACY": History of St. John XXIII's Parish Life Center

Giving thanks to God for His grace and abundant blessings, St. John XXIII Catholic Church continues to expand, flourish, and build its legacy with the dedication of its Parish Life Center (PLC) on November 18, 2018.

The need for this 20,000 square foot complex, housing nine multi-use classrooms with office space, fellowship hall, indoor/outdoor stage, and commercial kitchen, grew as the parish expanded from several hundred families when it began in 2002 to a parish that now serves more than 3,500 families in 2018. We anticipate at least 500 more families to register at the parish over the next five years.

The vision for a Parish Life Center began with founding pastor, Rev. Charles K. Sullivan; was maintained by parish interim administrator Rev. Marc Lussier, MSA; and became reality under the guidance of our current pastor Rev. Robert Tabbert, who arrived at St. John XXIII in May 2007.

Realizing that the parish had simply outgrown its space, having to turn the Narthex into make-shift classrooms for Faith Formation and the Chapel into a Community Room, Father Bob Tabbert, working with numerous parish ministries, began to develop a long-range plan to make the vision of a Parish Life Center a reality.

The first step in this process began with a six-month campaign in the summer of 2013 to eliminate the parish mortgage debt. Due to the remarkable generosity of parishioners, St. John XXIII was debt free by December 2014.

Next, a feasibility study for a Parish Life Center was conducted. Diocesan approval was received to begin planning the PLC project in 2014.

These milestones allowed the church to begin the herculean task of mounting a Capital Campaign to fund the building of the Parish Life Center in February 2015. More than \$5 million was needed to break ground to meet the Diocesan policy requiring an 80% down payment. A three-year pledge campaign began in early 2015. Due to the sacrificial giving of parishioners and the work of countless ministries, the multi-million goal was reached by June 2017.

The architectural firm of Schenkel -Shultz was selected to design a facility that would blend in and complement existing architecture. Also, the design would include a free-standing adoration chapel located directly across from the Church's main entrance. The local contracting firm of Owen-Ames-Kimball was hired and the long-awaited official groundbreaking was held October 22, 2017.

Bishop Frank J. Dewane, Bishop of the Diocese of Venice, Florida, formally dedicated St. John XXIII Parish Life Center and Adoration Chapel on November 18, 2018. The Bishop's blessing of this holy ground echoed the sentiment of the Capital Campaign Prayer, "May we give as a gift to future generations what we have received as a gift from You, O God."

PURPOSE

The purpose of this document is to provide guidance and consistency ensuring the highest levels of spiritual development and growth occur in a welcoming and safe environment. Conformance to local, state and national laws, as well as Diocese of Venice policies, is intended.

SCOPE

These policies and procedures apply to all reservable space throughout the St. John XXIII campus including the Parish Life Center, Main Church Building, and all outdoor areas. St. Luke Adoration Chapel cannot be reserved for any purpose.


INTERPRETATION and ENFORCEMENT

The Pastor and Business Manager are responsible for the final interpretation of these policies and procedures. Parish staff and volunteer leaders are responsible for enforcing them and all PLC users are expected to abide by them. The *Parish Life Center Operating Committee* will review these policies and procedures periodically to make necessary updates and revisions.

IN APPRECIATION

Thank you to *Parish Life Center Operating Committee* members Holly Atkins, Robert Brown, Frannie Cerniglia, Maureen Dombrowski, Steve Engelman, Ivette Janoschka, Mike McGarvey and Lance Trafford for applying their unique talents toward the development of these policies, procedures, forms and documents.

Policies and Procedures

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I. PLC Guideline Summary

The next page, titled [Treat Our PLC with TLC](#), provides a summary of key points from these policies and procedures and is applicable to all event types. “Event” is used throughout this document to identify activities such as:

- Ministry meetings: Primarily for parish-based ministries, many of which meet on a regular schedule.
- Education/training/workshops: Interactive instructional sessions which may be individual or team based.
- Hospitality: Parish hosted events typically with beverages and light food or snacks.
- Seminar/conference/speaker: Informative presentations with limited interaction.
- Funeral reception: Mourning the departed while celebrating their lives.
- Concert: Typically using either the indoor or outdoor stage.
- Celebration: Larger parish events recognizing key moments or dates or expressing gratitude to parishioners or staff.
- Fundraiser: Raising funds for specific causes
- Diocesan event: The Diocese of Venice utilizing PLC space



Treat Our PLC with TLC

Registration

- Submit a registration form and have it approved by the PLC Coordinator and/or Business Manager to reserve requested space and be added to the parish calendar as early as possible.

Safety

- Take care of yourself and be respectful of others. Document and report all accidents or injuries to a parish staff member.
- At least one authorized, trained kitchen user must be present. You must be at least 15 years old to be in the kitchen.
- All spills or trip hazards are to be contained and corrected. Report maintenance or repair needs.
- The stages are reserved for speakers, performers, and authorized personnel. Always keep children safe and off the stage.

Clean-up

- Return the PLC to pristine condition after your event. Clean up after yourself and assist others. All trash must be removed.
- Tables and chairs must be returned to original placement.
- Storage space is minimal and will be allocated by the Business Manager. Do not leave extra items without staff approval.

Beauty

- Keep walls, windows, and doors free of decorations. Free-standing banners, easels, and portable walls are available for approved requests.
- Table decorations are allowed, including weighted balloons. All decorations must be removed during event clean-up.
- Only floor cord protectors, not tape, are to be used for extension cords.
- Classrooms are food-free zones. No food or drinks are allowed in the five stand-alone classrooms.
- Sit only on chairs or on the floor. Do not sit on countertops, tables, or the stage. Keep feet on the floor, not on the walls.

Technology

- Air conditioning and heating will be controlled only by authorized staff.
- Audio/visual equipment is to be operated by authorized and properly trained personnel.
- Flex room walls are to be moved only by authorized and properly trained personnel.



II. Event Registration

a. Registration process

- The St. John XXIII Event Registration Form (Appendix A) is to be completed by the ministry, organization, or other interested users and approved by the PLC Coordinator and/or the Business Manager. This form is designed to capture relevant information prior to requests for reserved space being added to the parish calendar.
- The calendar serves as the official point of reference for allocating facility space, time, and resources while ensuring efficient and timely preparations occur. The goal is to ensure every user's experience is positive, spiritual and enriching! The PLC Coordinator will assist with completing the form.
- Parish facilities campus-wide require reservations including:
 - Parish Life Center
 - Main hall
 - Flex rooms
 - Classrooms
 - Main Church Building
 - Narthex
 - Nave/Sanctuary
 - Our Lady of the Rosary Chapel
 - Outdoors
 - Main courtyard / outdoor stage
 - St. Patrick's patio
 - Memorial garden
 - Parking lots
- Ministries meeting on a regular basis (e.g., weekly, monthly) throughout the year need to complete the form only once unless changes in meeting dates, times or primary contacts occur. Ongoing accuracy will be confirmed at the calendar update meeting which normally occurs semi-annually.
- Depending on event users, type, or size any or all of the following may be required by the Diocese of Venice or at the discretion of the PLC Coordinator or Business Manager.
 - Event Fee & Security Deposit (Appendix B)
 - Some events or users may be asked to consider making a donation or paying a fee for use of the PLC. A security deposit may also be required.



- Security personnel
 - Depending on type or size of event, the hiring of security personnel from the Lee County Sheriff's Office may be required and must be present until the end of the event.
- Non-Exclusive Space Usage Agreement (Appendix C)
 - Required for any non-parish-sponsored event (additional information below).
- Additional insurance
 - Any time a Non-Exclusive Space Usage Agreement and License is required, a Certificate of Liability Insurance (Appendix D) must be on file with the Business Manager and/or PLC Coordinator.
- Liquor license
 - Any time alcohol is being served, whether complimentary or for a fee, a Lee County issued liquor license is required.
- Speaker vetting
 - Those speaking to groups at events may require vetting and approval by the Diocese of Venice. The PLC Coordinator or Business Manager will provide guidance regarding this requirement.
- The Event Registration Form Instructions (Appendix E) document provides field-by-field guidance and detail for the Event Registration Form.

b. Non-parish-affiliated organizations or users

- Fully completed Non-Exclusive Space Usage Agreement and License (Appendix C) and Certificate of Liability Insurance (Appendix D) forms are required and must be submitted to the Risk & Insurance Manager at the Diocese of Venice for approval a minimum of two weeks prior to the event. Frequent non-affiliated users or organizations will be required to renew on a semi-annual or annual basis.
- Use of parish owned equipment, materials, and supplies by non-affiliated users will be documented and approved via the Event Registration form. Such equipment includes chairs, tables, audio/visual, kitchen equipment or any other equipment necessary for the event.
- Non-affiliated users are responsible for procuring additional tables, chairs, equipment, materials, and supplies.



- Depending on event type or size, non-affiliated users may be required to provide adequate security from the Lee County Sheriff's Office.

III. Pre-Event

a. Early access

- For meetings or events where setup is required, early access may be granted providing no conflicts exist with other scheduled events or activities. The request for early access is to be made using the *Event Registration Form* with the PLC Coordinator determining availability.

b. Decorating

- Decorations are limited to items which can stand on the floor or tabletop and conform to safety and fire regulations. Nothing is to be attached to walls, doors, or windows or taped to the floor. Portable partitions are available and can be used for attaching items using pushpins or tape.
- All efforts must be taken to prevent balloons from floating to the high peaked ceiling in the main hall as they can affect the security system.

c. Current condition assessment

- At the discretion of the PLC Coordinator or Business Manager, a pre-event walkthrough with a representative from the user group may be requested to review and document the current condition of facilities to be used.
- Written reports, forms, photos or videos generated from the walkthrough will be shared with user group. A post-event assessment will also be conducted and documented.

d. Communication

- It is the primary contact's responsibility to inform attendees of appropriate entrance(s) to be used. These are identified in the Buildings & Main Entrances (Appendix F).

e. Awareness

- It is the primary contact's responsibility to be familiar with safety, security, accident and injury protocols. Refer to the [Safety & Security](#) section of this manual for additional detail.
 - Door access and security system codes
 - Light switches
 - Facility safe zones
 - Phone locations and emergency contact numbers
 - First aid and spill kit locations



- Automated External Defibrillator (AED) location
- Accident / injury reporting form locations
- Emergency evacuation maps and instructions

IV. Day of Event

a. Access points

- For safety and security purposes, only previously authorized doors are to be unlocked and used for event access. Refer to Buildings & Main Entrances (Appendix F) for primary access points and PLC Optional Entrances (Appendix G) for additional options.

b. Climate control (HVAC)

- Based on the parish event calendar, reserved spaces will be cooled or heated accordingly prior to the event beginning.

c. Logistics & reminders

- Event leader/host is to share relevant information from the Opening Announcements (Appendix H) document at the beginning and end of the event. These announcements include (as relevant to the event):
 - Restroom locations.
 - Do not access or sit on the stage unless authorized to do so.
 - If children are present, no running or horseplay.
 - If drinks are provided, inform when/where/how they will be served.
 - If food is provided, inform when/where/how it will be served.
 - Trash containers are located around the room.
 - Place recyclables in the blue containers.
 - Smoking is not allowed in any building on parish property.

d. Audio / visual equipment

- Only those trained and authorized to operate audio and video equipment may do so. This equipment includes the projector, screens, video monitors (and associated computers), video camera, sound system, and laptops.
- Internet access is available and can be requested when completing the Event Registration Form (Appendix A).
- Devices are to be turned off and properly stored at conclusion of event.

e. Kitchen and catering

- The parish kitchen is a shared-use facility equipped with a variety of equipment including deep fryers, stoves, ovens, small appliances, ice machines, sinks, refrigerators, tables, dry and cooler storage and other



food preparation equipment. It is a priority to ensure the kitchen is used and maintained in a sanitary and safe way. Health and safety are top concerns for the parish, kitchen users, and guests.

- One person is to be identified as the kitchen lead and will be responsible for ensuring policies, procedures, and protocols are being followed during events. Violations of these policies may jeopardize future kitchen privileges.
- The Diocese of Venice requires everyone accessing the parish kitchen to read and acknowledge they will abide by the Kitchen Facilities Use Agreement (Appendix I). This agreement includes:
 - Kitchen capacities
 - To ensure safety and cleanliness standards are upheld, the total number of people in the kitchen at any time is not to exceed 12.
 - The maximum number of guests served varies and is dependent upon food type, preparation needs, and available equipment. Good judgement is to be used to prevent unsafe conditions resulting from overextending kitchen capacities.
 - Equipment
 - Only trained and validated users may operate equipment. A document showing those trained and the associated equipment will be maintained in the kitchen.
 - No portable cooking equipment requiring LP tanks, natural gas, charcoal, wood, or any other ignitable source may be used within the facility.
 - Sterno canisters, tea candles, or electrical sources are acceptable for chafing and warming trays.
 - Personal Protective Equipment/ Good Hygiene
 - Anyone preparing food must use disposable gloves or use frequent hand-washing methods with soap and hot water. Hair restraints must be used such as hairnets (including facial hair), hats, tiebacks to prevent hair falling into food.
 - Clothes must be clean, and an apron used if possible. Slip resistant shoes with rubber soles and closed toes must be worn. No watches, rings or jewelry are to be worn as these are potential sources of contamination and injury.
 - Illness
 - Anyone who has been recently sick, is currently sick, has symptoms of becoming sick, has a communicable chronic disease, or is suffering from cuts/open wounds/sores or other skin openings/maladies is prohibited from the kitchen



facility and from food preparation or serving of any kind. If you are not sure, do not participate.

- Food Safety
 - Cold foods must be kept cold and hot foods must be kept hot within a maximum two-hour window. Foods should be cooked thoroughly to their proper heated temperature.
 - Avoid cross-contamination of food and utensils. Produce should be thoroughly washed. Follow local health department ordinances.
- Children
 - Children under the age of 15 are not allowed in the kitchen.
- Live Animals
 - Live animals of any kind are never allowed in the kitchen.
- Cleaning
 - Users are responsible for the complete cleaning and sanitation of the kitchen after use. This includes all equipment used, food preparation, storage and serving surfaces, floors, sinks, etc.
 - Users must remove properly bagged trash to outdoor dumpsters.
 - Supplies and equipment must be returned to proper location.
- Injuries
 - Refer to the [Accidents/Incidents](#) section for handling and reporting accidents and injuries occurring in the kitchen.
- Damage/Malfunction
 - Any damage to the kitchen or malfunction of equipment shall be reported immediately. No one should attempt to use, or repair broken or malfunctioning equipment.
- Behavior
 - Smoking, use of alcohol or illegal substances is not permitted while working in the kitchen or when preparing or serving food.
- Personal safety
 - Flow through Entrance and Exit doors is to be ONE-WAY only.
 - The area directly in front of deep fryers, range, and ovens is not to be used as a passageway.



- Communicate when walking behind others, especially when carrying something.
 - The light over the cooking area turns on automatically when heat is present. If the light is on, then the cooking surfaces are hot.
 - Safety, safety, safety! Be aware of hot surfaces, sharp items, spills, or any other condition putting yourself or others at risk.
- Supplies
 - Kitchen supplies such as coffee, tea, sugar, creamers, condiments, paper plates, cups, and napkins are provided for parish-based ministries and users.
 - Non-affiliated users are expected to provide their own materials and supplies unless previous arrangements have been made with PLC Coordinator or Business Manager.
 - Catering
 - All caterers must be approved by the PLC Coordinator or Business Manager. Caterers are required to abide by these policies and procedures.

f. Clean up

- All persons using parish facilities are responsible for cleaning up after themselves. Always leave the area cleaner than it was upon arrival.
- Large events are to have a person assigned for overseeing the clean-up team and ensuring nothing is missed.
- Trash containers are available throughout the facility. For large events wheeled containers can be used to collect trash from table-to-table.
- When trash bags are full, use wheeled containers for moving trash to outdoor dumpster for disposal.
- Remove all decorations.
- If tables and chairs were relocated, return to original location.
- Non-affiliated organizations or other users leaving facility in an unacceptable condition will be responsible for cleaning costs incurred.

g. Securing facility

- The primary user securing the facility is responsible for ensuring:
 - Everyone has left the building by conducting a walk-thru and making an announcement via the intercom system.
 - All doors are locked.
 - Audio/Visual equipment is turned off.
 - Lights are off.
 - For safety purposes it is suggested the person securing the facility park as close to the entrance as possible and ask someone to wait with them as they lock and secure the facility.



V. Post-event

a. Survey

- To ensure ongoing improvements occur within the Parish Life Center, users will periodically be asked to complete the Post-event Survey (Appendix J).

b. Deposit refund

- Organizations or users providing a security deposit will receive a refund contingent upon a satisfactory review of facility, equipment, and furnishings following the event. Any issues will be noted and discussed with the primary contact.

VI. Safety and Security – Diocese of Venice Guidelines

Section VI contains safety and security guidelines as distributed by the Diocese of Venice during May 2019.

Additional information specific to St. John XXIII is shown italicized in this section (VI)

1. Scope and Objectives

Procedures hereby outlined help to promote the physical safety and related security of persons using a Diocesan Entity premises and persons involved in on-site Parish activities. The intent of these procedures is to provide guidance on how to deal with various safety and security situations and to clarify the expectations of each Parish location related to safeguarding the security of the site.

Diocesan Entity premises includes all areas of the Parish location (religious or administrative, open to the public or not) all buildings, parking areas, memorial gardens, playgrounds, storage buildings, etc.

Each Diocesan entity/location is to participate in a site assessment by a qualified professional Safety Company to determine what security risks may be present at the site, and what recommendations exist to improve safety and security for the premises and those who use it. Those involved in this assessment should include, but are not limited to the Pastor/Administrator, Business Manager/Bookkeeper, a Parish Financial Council member, Volunteer Manager/Head Usher and Facilities Manager. Internal follow-up risk assessments shall be conducted on an annual basis and be reviewed during the annual Financial Planning process.

Implementation of this plan is expected to start on or before August 1, 2019. Steps to implementation begin with the site assessment or staff/volunteer training and is followed by completion of the recommendations identified. The emergency



operations plan and creation of various safety and welcoming committees is also done concurrently.

The following priorities have been identified as required:

1. Visitor management - Each location is unique, so procedures shall be specific to the site. Access to buildings shall be by authorized visitors, volunteers and staff only and should be limited to one entry point - usually the Parish office. Video cameras that are monitored by Parish office reception staff will allow visitors to be seen and buzzed in once they announce themselves and the purpose of their visit is deemed legitimate. Visitors that have no legitimate purpose to be on property, should NOT be granted access. See Emergency Operations Plan for further instruction. Volunteer and staff access should be managed by key, fob or keypad pin codes, which are preauthorized and assigned by Parish staff, and are to be removed when service to the Parish has ended. After hours, all access to buildings should be coordinated with Parish Group leaders. No building should be unlocked at any time.

2. Emergency Operations Plan - Each location shall establish an Emergency Operations Plan (EOP) that is specific to the location as well as to establish a Welcoming Committee within the Parish, to manage the EOP, customize, expand and update the plan, and assist with safety and security goals set forth by the Pastor/Administrator, under the guidance of the Diocesan Safety and Security Guidelines. The Welcoming Committee may be comprised of a combination of staff and volunteers. The Diocesan Risk and Insurance manager will provide each location with a template for the EOP (Emergency Operation Plan) Guidebook and support to the process as needed.

3. Weekend Mass - The Parish Welcoming Committee will be identified by a name badge or jacket that is unique to the Parish and identifies them as a Welcoming Committee member. Name badges may also be provided to parishioners for identification. All exterior doors should be closed and locked after Mass begins, except for the main entrance, where Welcoming Committee members will be posted to assist latecomers and monitor the entrance while Mass is in progress. All locked exterior doors must be able to open from the inside for emergency purposes.

4. Video Cameras - In addition to the one primary entry point described in #1 above, Cameras should be installed to cover all access points to buildings, the parking areas, and any other areas deemed necessary by the Pastor/Administrator and/or the site assessment report. Security footage shall be stored for no less than 30 days. Video camera systems should have the ability to be expanded if needed in the future.

5. Doors - All exterior doors should be locked to prevent unauthorized access to any building. As stated, there should be one entry point to admit visitors per the



procedure described in #1 above. Doors should never be propped open for any reason. All exterior doors must be able to open from the inside for emergency purposes. If exterior doors need to be replaced at any time, consideration should be given to installing a replacement that has electronic access (fob or keypad), is hurricane proof and is constructed with security materials. Doors in interior rooms that are unused or vacant should be kept locked when not in use.

6. Lighting - Exterior lighting should be adequate at all exterior entry points and parking areas to allow safe navigation of the property. Motion detector lights shall be used in areas where appropriate. LED lights are recommended, if possible.

7. Alarms/Panic Buttons - The property should be alarmed against intruders using a professional security system deemed appropriate by the Pastor/Administrator. Panic buttons which communicate directly with law enforcement are required at the Parish office receptionist area (primary entry point) and under the altar, if possible. Additional panic buttons are recommended as deemed necessary by the Pastor/Administrator.

8. Signage - Each building should be marked with signs directing visitors to the primary entry point. Exterior doors should also be numbered per the recommendations of the site assessment, so that law enforcement and fire services can identify areas of the premises in the event of an emergency.

9. Building Keys/Access - A complete list of key/fob holders or those assigned building security codes should be maintained at the location and always secured in a safe place. The Business Manager/Bookkeeper or designee should have the primary responsibility of updating the list regularly and reviewing it on an annual basis. The Business Manager/Bookkeeper or designee has the responsibility of distributing and collecting keys/fobs or adding and removing building security codes or building access. A building "lock-up" orientation shall be provided to all individuals with approved key or code access. Building Open and Closing Procedures should be documented and added as an Appendix to this document.

Note: Facility access, by user, for events and activities campus-wide is captured in the Event Registration Form (Appendix A)

- a. Key/code holders should receive an orientation on how to lock up the building safely if they are the last one to leave and how to open the building if they are the first one to arrive.
- b. After hours group leaders should be instructed on the above procedures as well as the EOP.
- c. Alarm code holders should be instructed on what to do in the event an alarm sounds and how and where to respond to the alarm company.



- d. If temporary access is provided for a specific term or activity, access should be removed when the event or activity is completed.
- e. Key holders are to sign an acknowledgement of agreement that they are responsible and have received orientation at the time the key or code is issued.
- f. Combinations, electronic access or pin numbers for doors or other secured areas should be changed or disabled each time a person's service to the Parish ends.
- *Building access and alarm system codes will be provided to approved personnel by the Business Manager or designee.*
- *Codes must never be shared. Doing so may result in cancellation of privileges.*

10. Training - All Ushers, Welcome Committee members, Staff, Group leaders, Lectors, Volunteers, and all individuals involved with youth should be trained in the Emergency Operations Plan for the Parish site and general safety/security topics. Training should be done for Building Open & Closing procedures and building access, as well as visitor management. FEMA has excellent training resources available, created by the Department of Homeland Security, for faith-based organizations. Materials and videos are available on the FEMA.gov website in the Hometown Security section. www.fema.gov/faith-resources or www.dhs.gov/hometown-security. The Diocesan Risk Management department can also assist as needed.

2. Policies and Procedures

a. Armed Intruder Policy

Having a known plan for dealing with an armed intruder is essential in any organization that values life and seeks to prevent injury in the event of a crisis. The Parish Emergency Operations Plan (EOP) will provide guidance and direction to contacts, such as law enforcement and other specialists that will assist in the event of an emergency. The Diocesan Risk Manager will provide support and training regarding the Emergency Operations Plan. At the writing of this policy the plan is to "run, hide, fight" as recommended by the Department of Homeland Security. For Parishes with a school, A Diocesan School Security Plan is already in place specifically for the school.

The "run, hide, fight" plan is the currently accepted best safety practice at this time. It was developed in association with the Department of Homeland Security.



1. Run

- Getting out of harm's way is the #1 priority.
- If there is an escape path - take it!
- Evacuate whether others agree or not.
- Leave belongings behind.
- Help others escape if possible.
- Prevent others from entering the area.
- If possible, get out. Escape and encourage others to go as well.
- Call 911 when in a safe location.

2. Hide

- If escape is not possible, find a place to hide.
- Act quickly.
- Secure the hiding place. Lock and/or blockade the door if possible.
Refer to locations of Lockable Doors (Appendix K). Keep in mind some of these rooms may not be accessible depending on day of week/time of day.
- Make the room dark.
- Hide in a concealed space if possible. Be quiet and calm.
- Silence any cell phone.
- Stay out of intruder's view.
- Look for protection if shots are fired nearby.
- If possible, look for a spot that is not a trap or restricts options for movement.

3. Fight

- This is a last resort.
- Attempt to incapacitate the intruder. Act with physical aggression.
- Unite with others to overtake a lone intruder.
- Improvise weapons.
- Commit to these actions fully.

4. When the responders arrive

- Remain calm and follow directions.
- Keep hands visible at all times.
- Avoid yelling and pointing.
- Know that help for the injured is on the way.
 - *Put down any items in your hands (i.e., bags, jackets.)*
 - *Immediately raise hands and spread fingers.*
 - *Avoid making quick movements toward officers such as holding on to them for safety.*
 - *Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.*



a1. Active Shooter Outside Facility

- *Turn off lights and close blinds.*
- *Lock doors or blockade with heavy items.*
- *Call 911.*
- *If time allows, and it is safe to do so, notify others using the paging system by dialing 813 for the PLC only or 815 for main parish office*
- *Seek safe shelter by going to an area away from exterior windows. This includes restrooms and the classroom hallway.*
- *Information to provide to law enforcement or 911 operator:*
 - *Location of the active shooter.*
 - *Number of shooters, if more than one.*
 - *Physical description of shooter(s).*
 - *Number and type of weapons held by the shooter(s).*
 - *Number of potential victims at the location.*

b. Bomb Threat Guidelines

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly but remain calm and obtain information with the checklist in Appendix P.

- If a bomb threat is received **by phone:**
 - a. If possible, copy the caller ID number and/or letters on the window display of the phone.
 - b. Remain calm. DO NOT HANG UP on the caller.
 - c. Listen carefully. Be polite and show interest.
 - d. Try to keep the caller talking to learn more information. Listen to every detail, background noise, accent, etc. and take notes.
 - e. If possible, write a note to someone in the room to call 911 from another phone or activate the panic button.
 - f. If the caller hangs up, do not disconnect the call or hang up - from a different phone, call 911 ASAP if not already done. AVOID using a cell phone, if possible.
 - g. Complete the Bomb Threat Checklist (Appendix P) immediately. Write down as much detail as possible. Try to write down "exact words".
- If the bomb threat is received as a **handwritten note:**
 - a. Call 911.
 - b. Handle the note as little as possible.
- If the bomb threat is received **by email:**
 - a. Call 911
 - b. Do not delete the message.



- Always be on the lookout for signs of a **suspicious package**:
 - a. No return address
 - b. Poorly handwritten
 - c. Excessive postage
 - d. Misspelled words
 - e. Stains
 - f. Incorrect titles
 - g. Strange odor
 - h. Foreign postage
 - i. Strange sounds
 - j. Restrictive Notes
 - k. Unexpected delivery
 - *The person-in-charge will determine if a 911 call is to be made or if evacuation is necessary.*
 - *Package to be examined and removed by emergency personnel unless it is determined to be safe (i.e. someone returns to claim item.)*
- Also:
 - a. DO NOT use a two-way radio or cellular phone; radio signals have the potential to detonate a device.
 - b. DO NOT evacuate the building until police arrive and evaluate the threat.
 - c. DO NOT activate the fire alarm.
 - d. DO NOT touch or move a suspicious package.

If ordered to evacuate:

- *Use paging system to notify others to evacuate the building by dialing 813 for the PLC only or 815 for main parish office.*
- *If near Director of Religious Education office, or A/V room adjacent to main hall, use megaphone to notify others.*
- *Take attendance/event sign in sheets.*
- *Leave through nearest EXIT (Appendix M) moving as far away from building as possible. Help those requiring assistance.*
- *Move to the Designated Meeting Area (Appendix N) which is the overflow parking lot on far west side of property.*
- *Never block emergency vehicle access.*
- *Once everyone in your group is accounted for, relocate to Villas*

In all situations where authorities are contacted, request a written report of the incident. If one is not filed, the person-in-charge is to ensure a Parish Incident Report (Appendix O) is completed and forwarded to the Business Manager.



c. Guidelines for Blood-Borne Pathogen Exposure

Treat all bodily fluids as if they are contaminated. Do not touch blood or other bodily fluids without proper protections. Always use gloves, which should be available in the first aid kit. Goggles and a mask can also be used when cleaning up bodily fluids.

How to clean up after an area is contaminated:

1. Always use gloves, mask, and goggles.
2. Cautiously approach all bodily fluids and warn others in the area before isolating the contaminated spot.
3. Cover the spill with absorbent towels, then apply a 10% solution of bleach water to the towels. Mix 1part bleach to 9 parts water OR ½ cup bleach to 1quart water.
4. Allow solution to soak for 20 minutes before wiping it up.
5. Remove used towels and reapply clean towels and bleach solution a minimum of two times or as many times as necessary.
6. Mop or wipe up the area and clean again with soap and water. Then wipe with disinfectant wipes.
7. After a cleanup procedure, always remove and dispose gloves, towels, and other equipment in a trash bag labeled "BIO-HAZARD" that is sealed and disposed of out of the way of others.
8. Wash hands thoroughly after dealing with any type of incident.
 - *First aid and spill kits will be kept in the following designated locations:*
 - *Kitchenette*
 - *Kitchen*
 - *Director of Religious Education office*
 - *Youth Ministry office*
 - *A defibrillator (AED) is located next to the main PLC entrance door. Printed and verbal instructions for using the device are included.*
 - *A wheelchair is located in the main lobby of the PLC.*
 - *First aid training and use of defibrillator shall be conducted periodically for as many staff members and volunteers as possible. Training to also include a review of emergency exits, fire safety equipment locations, and use of spill kits.*
 - *A list and schedule of safety and security items requiring periodic maintenance, testing, or calibration will be kept by the Business Manager*

d. Disruptive Behavior Guidelines

Entry to any Diocesan premises may be denied, or attendance at any Parish service or function denied, to any parishioner, visitor or employee deemed to be disruptive or harmful to the Parish, other people or property. This behavior includes, but is not limited to the following:

- Threats to the safety of any adult or child.



- Disruption of Mass services, organized functions or activities.
- Destruction or harm to Parish or personal property of any kind.

If the disruptive individual's behavior warrants immediate action, such action will be taken by the appropriate responsible staff or safety committee member. This may include asking the offending individual(s) to leave the property, or to suspend the meeting or activity until such time that it can be safely resumed. If necessary, the police department is to be called, by dialing 911. If not directly involved, the Pastor/Administrator must be notified of these events and actions as soon as possible. If injury or property damage is incurred, the Diocesan Risk Manager must be notified, and the event must be reported to Gallagher Bassett Services as a potential claim (Appendix L).

Action if there is Verbal or Physical disruption during Mass or an event

1. Usher, Employee or Safety Team member will call 911, preferably from a landline to ensure a quicker response.
2. Another Usher, Employee or Safety Team member shall secure all doors throughout the property and notify others on site that there are intruders on premises, and to implement appropriate emergency procedures.
3. Safety team members or responsible staff will escort the intruder(s) out of the building.
4. Do not engage in conversation with the individual(s)! Advise they are trespassing on a sacred space and ask them to leave the property peacefully while escorting them out using the nearest exit.
5. Remain alert for intruder(s) after the service or event ends.

After necessary immediate actions have been taken, the following steps (listed in ascending order of response) should be considered to address the issue if the offender is a parishioner, family or friend of the parishioner or known to the Parish community.

- A. Conduct a face to face meeting to resolve the issue, held between the Pastor and a responsible staff member and the offending party.
- B. Send a letter from the Pastor/Administrator to the offending party, specifically outlining the behavior that needs to be corrected (this may be done in addition to the step above). A copy should be sent to the Chancellor's office.
- C. If there are ongoing safety concerns, please contact the Diocesan Risk Manager for assistance at 941-486-4732 or insurance@dioceseofvenice.org.



e. Service Animals on Premises

Safety concerns have been raised by several Parishes that involve individuals bringing animals into church during Mass or onto Parish property or while attending Parish events. A distinction is made between a service animal and an emotional support animal. A service animal is defined by law as a prescribed service dog used to mitigate a disability and is individually trained to do work or perform tasks for the benefit of the individual with the disability, including a physical, sensory, psychiatric, intellectual or other mental disability. Any other species of animals are NOT service animals for the purposes of this definition. While an individual cannot be asked about their disability or reason for owning a service dog, there are legal rules that apply to what can be asked and the expected behavior of the owner and animal:

An owner who maintains a service animal may only be asked 2 questions:

1. Is this a service animal required for a qualified disability?
2. What work or task has this animal been trained to perform?

Service Dogs may be allowed on Diocesan property and within buildings, if the following criteria is met, which is required by law:

- The service dog must on a leash or harness.
- The service dog must be under the control of the owner.
- The service dog must not pose a direct threat to the health or safety of others.
- The service dog must be housebroken and well behaved.

If any of the above criteria is not met, an explanation should be given to the individual with the service dog that the behavior or situation poses a threat to others, and request the animal be removed from the property.

Emotional support dogs (or any other type of animal) are NOT service animals. They are not prescribed and do not carry any legal protection under the Federal ADA (Americans with Disabilities Act) laws. Emotional support animals are NOT allowed on Diocesan property, in Parish buildings, or at Parish events, at any time.

The only exception to the pet policy can be the “Blessing of the Animals” which typically occurs on or near October 4 (St. Francis Assisi Day.)

f. Fire Emergency Guidelines

- A. If an individual is on fire: STOP-DROP-ROLL!
- B. If a fire is discovered:
 - a. Activate the nearest fire alarm pull station. Continue to the next step regardless if the alarm sounds or not.



Each exterior door with an EXIT sign above it has an alarm pull station.

- b. Call 911. (Someone MUST call 911 - Even if the alarm is wired to the fire department, there could be a technical failure. For safety - Someone MUST call 911.)
 - c. If the fire alarm did not sound after being pulled, tell building occupants of the fire and the need to evacuate.
 - d. After pulling the fire alarm and calling 911, attempt to put out the fire only if it is small (no larger than a wastebasket). If the fire is too large or no one is comfortable or familiar with the proper use of a fire extinguisher, simply close the door (if there is one) and evacuate the building.
- C. When the alarm sounds in the building, begin immediate evacuation of the building. CLOSE ALL DOORS WHEN EXITING!
- D. Evacuate the building using the nearest exit.
- Take attendance/event sign-in sheets if available*
- E. Do not block or wedge exit doors in an open position. The doors must remain closed to keep smoke out and keep the exits safe for evacuation and fire personnel.
 - F. Go to the Evacuation Relocation area (Appendix N) *located in the overflow parking lot at far west side of property*. Stay in groups until everyone is accounted for. *Do not block emergency vehicles arriving on scene. Once everyone in your group is accounted for, relocate to Villas if necessary.*
 - G. If trapped by smoke, stay low, cover mouth with a wet cloth, stay near a window and open it but do not break it, and if there is a door, put something in any cracks around the door. Phone 911 if possible.
 - H. Give special attention to any visitors or persons with disabilities. If someone is identified as a visitor or disabled, help them find the way out of the building and to the Evacuation Relocation area for the location.
 - I. Do not leave the site until an all clear sign is given by the Pastor/Administrator or by the police/fire department authority. All persons must be accounted for who were on premises at the time of the fire.
 - J. Once individuals are safe and the all clear sign is given - please report the incident for Risk Management and Insurance purposes (Appendix L).

g. Dangerous Weapons Policy

In the interest of maintaining a safe environment for all Employees, Volunteers and Visitors, the Diocese has developed the following policy relating to dangerous weapons:



Applicability -

This policy applies to all individuals who are employed by the Diocese or Diocesan Entity and to all individuals who visit the Diocesan Entity/Parish premises or provide volunteer services to a Diocesan Entity on premises or at Diocesan events.

Definitions -

A dangerous weapon is defined to include all firearms, explosives, munitions, electronic weapons, chemical weapons, and knives (excluding small pocketknives). This list is illustrative and does not include an exhaustive list of all possible weapons.

Background -

Florida law allows individuals who are properly permitted to bear and carry arms in public places. Further, Florida Statute 790.251 recognizes that individuals have a basic right to possess and keep legally owned firearms within their motor vehicles for self-defense and other lawful purposes. These laws, however, provide exceptions to protect certain entities and buildings in the interest of public safety (Florida Statute 790.06).

Policy -

The following policy provisions fully comply with the state law, and therefore, should not be further revised, restated, or modified. These provisions are designed to balance the rights of individuals to bear arms, while at the same time, protect the interests of the Diocese and its Entities, employees, volunteers, visitors and those we serve.

Except as provided below:

Firearms and other dangerous weapons are not to be brought into any Diocesan owned building or facility. Nor may firearms or other dangerous weapons be brought into any facility leased or exclusively used by the Diocese or one of its Parishes or Entities. Any such weapons in the individual's possession must remain secured within the individual's motor vehicle, in accordance with state law.

The only exceptions to the above prohibitions are for federal, state, county and municipal law enforcement officers while on duty, or off duty, or while acting in an official capacity. Duly authorized security personnel are also exempt from the above prohibitions, provided that the contract is authorized, and written approval has been obtained through the Office of the Chancellor.



h. Severe Weather Guidelines

Tornado Watch Guidelines

When the National Weather Service has declared a Tornado Watch, the weather conditions are considered favorable for tornadoes to form in or near the watch area.

1. Identify a staff individual who will monitor conditions and communicate with the Pastor/Administrator on conditions and status.
2. This individual should monitor conditions using the following methods:
 - a. listen for Radio and TV updates
 - b. Listen for Sirens
 - c. Watch for these danger signs: a dark, often greenish sky; large hail; low-lying clouds; and/or a loud roar (similar to a freight train).
 - d. Remain in contact with the Pastor/Administrator until the threat passes.
3. If conditions shift to that of a tornado warning, the appointed individual should notify everyone in the building.
 - *Inform others in the building using the phone paging system by dialing 813 for the PLC only or 815 for main parish office*
 - *If near Director of Religious Education office, or A/V room adjacent to main hall, use a megaphone to notify others if possible.*

Tornado Warning Guidelines

When there is a Tornado Warning, a tornado has been sighted by the public or local law enforcement or a Doppler radar indicated an area of rotation that could develop, or has developed, into a tornado. Most likely, the community tornado warning sirens will be activated (if they exist in the community).

1. If out in the open:
 - a. Attempt to reach shelter, such as a building. If unable to escape or find shelter, lie flat in a ditch or depression, avoiding areas subject to rapid water accumulation or flooding in heavy rains.
 - b. Do not shelter in vehicles, low-lying areas that could flood, or by outside walls or windows.
2. If in or can reach a Parish building:
 - a. Remain in the building. Stay away from windows.
 - b. All individuals should move to shelter areas or shelter in place, depending on the warning issued.
 - c. Designated shelter locations are bathrooms, inner rooms and offices. Choose rooms that do not have many, if any windows.



- d. Person(s) monitoring the radio or TV should bring it with them if possible, to monitor the expiration or continuation of the storm.
- e. Assist persons with disabilities.
- f. Get under or behind heavy furniture if possible.
- g. Turn back to any windows, sit or lie down if possible.
- h. REMAIN IN THE SHELTER UNTIL THE TORNADO WARNING IS OVER. Staff should monitor the radio or TV to determine when the tornado warning is over.

Tornado Post-Event Guidelines

Take these actions if a tornado has touched down on a Diocesan building or property.

1. Gather in a safe clear area outside the building-gather in groups and family units. *Designated meeting area is the overflow parking lot at the west end of property (Appendix N).*
2. DO NOT re-enter the building until it has been declared safe by trained personnel such as the fire department.
3. Wait for an all clear signal from an official Parish representative before leaving the site. Every individual that was on premises needs to be accounted for, if possible.

Hurricane Emergency Plan

Please refer to the Diocese of Venice Hurricane Emergency Plan Booklet located at <https://dioceseofvenice.org/wp-content/uploads/DOV-2018-Hurricane-Booklet.pdf>

VII. Additional St. John XXIII Safety & Security Topics

a. Emergency Contact Information

- Call 911 for any emergency
- Sheriff's NON-EMERGENCY phone number is (239) 477-1000
- Parish staff contact information is maintained at each security alarm panel.

b. Person-in-charge

- The following hierarchy will apply in the event of an emergency until first responders arrive:
 - Staff member
 - Security team member
 - Parish nurse
 - Ministry/event leader



c. Accidents/Incidents

- Examples include complaints of chest pains; shortness of breath; feeling faint or weak; disorientation; choking; fall with injury; bleeding; or unconsciousness.
- Send someone to find a parish nurse or other trained emergency professional. Make an announcement if possible.
- Determine the extent of the injury and provide lifesaving first aid immediately (stop bleeding, Heimlich Maneuver, CPR, defibrillation, etc.) Get a [First Aid and/or Spill Kit](#), if required. Wear rubber gloves. Never provide aspirin, ointments, or any other medications.
- Do not move the person. To avoid a fall, the ill person may lay down if they are feeling weak.
- Send someone to get a wheelchair in case it is needed.
- The parish nurse or emergency personnel will determine if the person can be moved to a quieter space.
- If a medical emergency, call 911 informing operator which building first responders must go to. These are shown on the exterior of each structure:
 - Building **A**: Church
 - Building **B**: Main offices
 - Building **C**: Parish Life Center
 - Building **D**: St. Luke Adoration Chapel
 - Parish address is 13060 Palomino Lane
- Designate someone to go outside to direct emergency personnel to the victim.
- Secure the scene to ensure no further injuries occur.
- When appropriate, capture photos of accident and incident scene from multiple perspectives.
- If injured person does not require Emergency Care but requires further medical attention, refer them to the nearest Urgent Care facility.
- Once the situation is under control complete the Accident/Incident Forms (Appendix L) with as much detail as possible including what occurred, who was involved, day and time of incident, and a list of witnesses. Forms are kept near [First Aid kits](#).
- Forward forms and photos to Business Manager who will file accordingly.

d. Securing PLC/Lockdown

- As a general practice, a minimal number of doors should be unlocked for participants as they arrive. Prior to the event participants should be made aware of entrance(s) being used. Refer to Buildings & Main Entrances (Appendix F) and PLC Optional Entrances (Appendix G).
- Depending on the type of event, or if others are also using PLC, lock all doors within 10-15 minutes following start time.



- If a suspicious person is nearby, the person-in-charge is to verify all exterior doors are locked.
- In the event of an active shooter, attempt to go to any room with lockable doors. This includes classrooms, religious education offices, audio/visual room, kitchen, and storage areas. Keep in mind some of these rooms may not be accessible depending on day of week/time of day. Refer to Lockable Doors (Appendix K) for additional information.

e. Security, police and fire personnel

- Never interfere with the duties being performed by police, firefighters, emergency medical or security personnel.
- When evacuating building do not block first responder vehicles or personnel.
- Always follow their instructions.

f. Sexual offenders/predators

- The Business Manager receives notifications from <http://www.floridaoffenderalert.com> whenever a sexual offender/predator moves into the surrounding area. This information will be shared with appropriate staff members and volunteers.
- A listing of sexual offenders/predators residing within five miles of the parish is also available from the same website.
- This information is to be shared periodically with religious education personnel and volunteers.

g. Suspicious persons

- If a suspicious person is on campus or inside PLC call 911 immediately.
- Be a good witness, write down what you see, description of the person, actions of the person, vehicle person may be driving.
- Do not confront person.
- Use your electronic device to take pictures of person if possible.
- Stay on the phone with 911 operator so you can direct emergency responders to the location of the person.
- Keep person in sight for as long as possible and notify 911 if person leaves area and what direction they went.
- Request a police report be taken even if the person is not located. If one is not filed, the person-in-charge is to ensure a Parish Incident Report (Appendix O) is completed and forwarded to the Business Manager.

h. Crime against person in progress

- Immediately call 911.
- Stay on the line with 911 operator as long as the suspect is on scene.



- If you are capable of assisting the victim (law enforcement officer, etc.) then do so.
- If you are not capable to assist victim yell loudly from a safe distance after you contact 911. Use statements like “The police are on the way”, “leave her/him alone.”
- Use your device to take pictures.
- Be a good witness by noting description of suspect, actions of suspect, time of incident, location, direction suspect leaves the scene, vehicle description if vehicle used.
- Provide first aid to victim if necessary.
- Once suspect has left the scene or is arrested by police write down as much information about the incident as possible, suspect description, actions by suspects, actions by victim, and description of vehicle if one was used.
- Stay on scene until police arrive and request a written report of the incident. If one is not filed, the person-in-charge is to ensure a Parish Incident Report (Appendix L) is completed and forwarded to the Business Manager.

i. Property crime in progress

- Immediately call 911.
- Stay on the line with 911 operator as long as the suspect is in sight.
- Give description of suspect, actions of suspect, location of incident, and any vehicle suspect may be driving.
- If suspect leaves the scene notify 911 operator the direction suspect is going.
- Be a good witness by writing down a thorough description of suspect/suspects, vehicles, exact location of event, time of event, and any other observations.
- Use your electronic device to take photos of suspect and incident but do so from a safe distance.
- Stay on scene until police arrive and request a written report of the incident. If one is not filed, the person-in-charge is to ensure a Parish Incident Report (Appendix O) is completed and forwarded to the Business Manager.

j. Crime not in progress

- Contact Business Manager.
- Contact police and request a written report.
- If a police report was not filed, complete a Parish Incident Report (Appendix O) and forward to Business Manager



k. Deliveries/caterers/event set up

- All deliveries, catering preparations, and event set ups are to be supervised by a staff member or authorized volunteer.

l. Parking and vehicle flow

- There is no parking at the main entrance, only active unloading or loading.
- All roadways on church property must remain clear.
- Park only in designated areas ensuring emergency vehicle access is not restricted.
- No roadblocks will be constructed that obstruct emergency vehicle access.

m. Pedestrian flow

- During events there will be no pedestrians gathering in roadways.
- There will be no obstruction of building entrances or exits at any time.



VIII. Appendices

[Appendix A.....Event registration form](#)

[Appendix B.....Event fee & security deposit form](#)

[Appendix C.....Non-exclusive space usage agreement and license](#)

[Appendix D.....Certificate of liability insurance](#)

[Appendix E.....Event registration form instructions](#)

[Appendix F.....Parish buildings & main entrances](#)

[Appendix G.....PLC optional entrances](#)

[Appendix H.....Opening announcements](#)

[Appendix I.....Kitchen facilities use agreement](#)

[Appendix J.....Post-event survey](#)

[Appendix K.....Lockable doors](#)

[Appendix L.....Accident reporting forms](#)

[Appendix M.....PLC emergency map](#)

[Appendix N.....Designated meeting area](#)

[Appendix O.....Parish incident report \(non-accident/non-injury\)](#)

[Appendix P.....Bomb Threat Checklist](#)





St. John XXIII Event Registration Form

EVENT REQUESTED BY			
Name:		Date:	
Email:		Phone:	
EVENT INFORMATION			
Ministry, Organization, or User Name(s):			
Event Type:		Comment:	
Start Date:	End Date:	Frequency:	
Start Time:	End Time:	# Attending:	
Primary Contact <i>(if different than above)</i>		Secondary Contact <i>(if applicable)</i>	
Name:		Name:	
Phone:		Phone:	
Email:		Email:	
Requested Area(s)			
<input type="checkbox"/> Main Hall	<input type="checkbox"/> Main Courtyard	<input type="checkbox"/> St. Martha (F1)	<input type="checkbox"/> St. Therese of Lisieux (C1)
<input type="checkbox"/> Indoor Stage	<input type="checkbox"/> Outdoor Stage	<input type="checkbox"/> St. Mary (F2)	<input type="checkbox"/> St. Elizabeth Seton (C2)
<input type="checkbox"/> St. Patrick's Patio	<input type="checkbox"/> Memorial Garden	<input type="checkbox"/> St. Bernadette (F3)	<input type="checkbox"/> St. Christina (C3)
<input type="checkbox"/> Narthex	<input type="checkbox"/> Nave/Sanctuary	<input type="checkbox"/> St. Michael (F4)	<input type="checkbox"/> St. Susanna (C4) <i>Small furniture</i>
<input type="checkbox"/> Chapel	<input type="checkbox"/> Parking Lot	<input type="checkbox"/> Individual <input type="checkbox"/> Combined	<input type="checkbox"/> St. Joanna (C5) <i>Small furniture</i>
Tables: <input type="checkbox"/> Round 60" (6-8 seats) <input type="checkbox"/> Round 72" (8-10 seats) <input type="checkbox"/> Rectangle <input type="checkbox"/> Registration <input type="checkbox"/> Buffett <input type="checkbox"/> Head <input type="checkbox"/> Materials/display			
Layout: <input type="checkbox"/> Classroom <input type="checkbox"/> U-Shaped <input type="checkbox"/> Box-shaped <input type="checkbox"/> Banquet/hospitality <input type="checkbox"/> Auditorium			
Other: <input type="checkbox"/> Podium <input type="checkbox"/> Flipchart <input type="checkbox"/> Portable Partitions		Room Set-up By:	
Comments:			
A/V Types:		Mic:	
Screens: <input type="checkbox"/> Stage <input type="checkbox"/> Lobby <input type="checkbox"/> Flex 1 <input type="checkbox"/> Flex 4		By (pre-event):	
Devices: <input type="checkbox"/> PC <input type="checkbox"/> DVD <input type="checkbox"/> Smart device <input type="checkbox"/> Internet		By (post-event):	
Comments:		By (post-event):	
EARLY Access/Set-up		Date:	
Time:		Primary Responsibility:	
Email:		Phone:	
Disarm System: <input type="checkbox"/> No <input type="checkbox"/> Yes @Main Hall Door		By:	
Activate Alarm (Main door only): <input type="checkbox"/> Yes <input type="checkbox"/> No		By:	
Comments:			
DAY of EVENT	Disarm System: <input type="checkbox"/> No <input type="checkbox"/> Yes @Main Hall Door		By:
Entrance(s): <input type="checkbox"/> Main <input type="checkbox"/> Breezeway <input type="checkbox"/> Classroom <input type="checkbox"/> Stage Left <input type="checkbox"/> Stage Right <input type="checkbox"/> Narthex <input type="checkbox"/> Chapel			
Secure Facility: <input type="checkbox"/> Yes <input type="checkbox"/> No		Secure by:	
Activate Alarm (Main door only): <input type="checkbox"/> Yes <input type="checkbox"/> No		If YES by:	



St. John XXIII Event Registration Form

Other Requirements	Required	Amount	Received	Comments/Date Docs Received
Facility use donation/fee	<input type="checkbox"/>		<input type="checkbox"/>	
Security deposit	<input type="checkbox"/>		<input type="checkbox"/>	
Security personnel <i>(Lee County Sheriff's office)</i>	<input type="checkbox"/>		<input type="checkbox"/>	
Additional insurance	<input type="checkbox"/>	\$1,000,000 / \$3,000,000	<input type="checkbox"/>	
Liquor license	<input type="checkbox"/>		<input type="checkbox"/>	
Non-exclusive space usage agreement	<input type="checkbox"/>		<input type="checkbox"/>	
Speaker vetting by Diocese of Venice	<input type="checkbox"/>		<input type="checkbox"/>	

FOOD & BEVERAGE

Please note: Paper goods are available for church ministries. Other users must provide own. Thanks!

Location: ☐ Flex room kitchenette ☐ Main kitchen ☐ Main hall ☐ Narthex ☐ Outdoors ☐ Chapel
☐ Coffee ☐ Hot Tea ☐ Juice ☐ Soda ☐ Milk ☐ Iced Tea ☐ Beer ☐ Wine ☐ Mixed ☐ Water ☐ Ice

Beverage comments:

Food provided: No

Kitchen required for:

Delivered by:

Delivery Time:

Authorized kitchen user:

Menu items:

Comments:

Clean-up: Kitchen areas, dishes, decorations, trash removal, etc.

Primary responsibility:

Comments:

MARKETING

Please note: It is user's responsibility to contact & schedule with appropriate parties & provide content

Narthex: ☐ Bulletin ☐ myParish app ☐ Facebook

Comments:

PLC USER ACCEPTANCE

I agree the above is accurate:

Date:

Type name:

Treat Our PLC with TLC form signed? YES ☐ NO ☐

ADMINISTRATIVE

Date Received:

Received by:

Business Manager Comments:

Date Approved by PLC Coordinator:

Date on Parish Calendar:

Comments:



St. John XXIII Catholic Church

Event Donation/Fee and Security Deposit Form

Facility Usage Donation or Fee

Event name:

Date of event:

Rooms / areas being used:

Contact information

Name:

Phone:

Email:

Amount to be paid:

Payment received

By:

Date:

Payment type:

Complete the following if a security deposit is required

Security Deposit

Deposit amount:

Deposit received

By:

Date:

Note: Security deposit will be returned following a satisfactory facility inspection and submission of a completed Post-Event Survey form (if required)

Deposit refunded

By:

Date:

Received by:

Payment type:

DIOCESE OF VENICE NON-EXCLUSIVE SPACE USAGE AGREEMENT AND LICENSE

This License Agreement (hereinafter the "Agreement") is made this _____ day of _____, _____, between Frank J. Dewane as Bishop of the Diocese of Venice, his successors in office, a corporation sole, (hereinafter the "Licensor") and _____ (hereinafter the "Licensee").

Licensor hereby licenses to licensee, on a non-exclusive basis, the use of the facilities identified below on the campus of _____, (hereinafter referred to as "The Premises") located at and known as _____, Florida, more particularly described to include the following:

_____.

1. **TERM.** Licensor licenses the use of the Premises to Licensee for the following dates and times:

_____.

2. **USAGE FEES/DEPOSIT.** Licensee shall owe Licensor a fee of \$_____ for use of the Premises. Licensee's use of the Premises shall not constitute a tenancy of any kind, and this Agreement is not a lease. Licensee shall pay Licensor the total non-refundable deposit fee in the amount of \$_____ by _____ for the use of Premises. The deposit can only be refunded for extraordinary circumstances and as authorized by the Pastor after the signed and dated written contract has been received. The rental is not assured until both the contract and deposit have been received. The balance of \$_____ is due in full by _____. Failure to pay on the due date, will allow the Premises to be available to other licensees. In the event of cancellation, licensee must submit written notice to Licensor, one month before the event date, otherwise the full balance is due the Licensor.

3. **USE OF PREMISES.**

- a. During the term of this Agreement, the Licensee shall have the non-exclusive use of the Premises for the following purpose(s): _____

beginning _____ and ending _____. Licensee agrees to restrict its use to such purposes, and not to use, or permit the use of, the Premises for any other purpose without first obtaining the consent of the Licensor.

- b. The licensee covenants and agrees:

- (i.) **Rules and Regulations.** To abide by and conform to all rules and regulations from time to time adopted or prescribed by the Licensor, for the governance and management of Premises, including the conditions of use attached hereto and incorporated by reference herein.

- (ii.) **Alcoholic beverages.** To not cause or allow alcoholic beverages of any kind to be sold, given away, or used upon Premises except after obtaining the express written consent of Licensor. In such event, Licensee shall possess the necessary liquor license and permit.

- (iii.) **Damage to Premises.** (a.) To assume full responsibility for the character, acts, and conduct of persons admitted to Premises including damage to any portion of the Premises or any equipment therein; (b.) To not injure, nor mar, nor in any manner deface said Premises or any equipment contained therein (c.) That if said premises or any portion of said building or any equipment contained therein during the term of this license shall be damaged by the act, default or negligence of Licensee, or of the Licensee's guests or of any person admitted to said premises by Licensee, Licensee shall cause the premises and/or equipment to be returned to their condition as existed upon the execution hereof. The

Licensee hereby assumes full responsibility for the character, acts and conduct of all persons admitted to said premises or to any portion of said by or with the consent of Licensee or any person acting for or on behalf of said Licensee.

(iv.) **Termination.** Licensee will vacate Premises within one (1) hour including the event time and Licensee needs to pick up excess waste on tables, etc. Event time is for a total of _____ (____) hours. Should the Licensee's event extend beyond the number of hours, all overtime charges at the rate of \$_____/hour may be applied against and deducted from the security deposit held by Licensors.

4. **PARKING.** Licensors shall provide at least _____ () parking spaces to the Licensee for the term of this Agreement.

5. **ORDINANCES, STATUTES AND PERMITS.** Licensee shall comply with all statutes, ordinances and requirements of all municipal, state and federal authorities now in force, or which may hereinafter be in force, pertaining to the Premises, occasioned by or affecting the use thereof by Licensee. Licensee shall be solely responsible to procure any and all permits necessary for Licensees use, and to pay any and all taxes, fees and assessments levied or assessed on the assets, business or property of the licensee pertaining in any way to the use of the property by Licensee.

6. **ASSIGNMENT AND SUBLICENSING.** Licensee shall not assign this Agreement or sublicense any portion of the Premises.

7. **ENTRY AND INSPECTION.** Licensee's use of the Premises is non-exclusive, and Licensors may enter at any time and for any purpose while Licensee is utilizing the Premises or at any other time.

8. **NUISANCE.** Licensee shall not use the Premises for any unlawful purpose or in any way which will constitute a nuisance or interfere with Licensors's use of the Premises.

9. **LIABILITY/INDEMNIFICATION OF THE LICENSOR.** It is expressly understood and agreed by and between the parties hereto that in no case shall the said Licensors be liable to the said Licensee, or any other person or persons, and Licensee assumes all risk for any injury, loss and/or damage to any person or property on the Premises or by virtue of any act, error, or omission of Licensee, whether the same is caused by or results from the carelessness, negligence, or improper conduct of the Licensee, its invitees, guests, employees or any person admitted to the premises by a Licensee. Licensee agrees to indemnify and hold Licensors harmless from all losses, damages, claims, actions and causes of action, expenses, including reasonable attorney fees incurred by Licensors in advance of or during the course of any litigations, appeal, bankruptcy or other proceeding, caused by or arising from, or in any way connected with this Agreement.

10. **INDEPENDENCE OF LICENSEE.** It is expressly understood and agreed by and between the parties hereto that Licensee is not owned, operated, sponsored, affiliated, or otherwise under the direction or control of Licensors. Licensors has no authority or control over any aspect of Licensee's operations, except as provided in this Agreement. Licensee is an entity entirely independent of Licensors related only by the independent contractual terms of this Agreement.

11. **WARRANTIES BY THE LICENSOR.** It is further expressly understood and agreed by and between the parties hereto that this Agreement does not contain or embody and shall not be construed to contain or embody any implied covenant, warranty or agreement on the part of the Licensors, and there are no verbal agreements whatever between the Licensors and Licensee, and no agreements nor covenants exist between them except those representations, warranties and agreements expressed in writing in this instrument.

12. **INSURANCE.** The Licensee, at its cost, shall provide liability coverage in the amount of One Million and No Cents (\$1,000,000.00) Dollars per occurrence, and Three Million and No Cents (\$3,000,000.00) Dollars in the aggregate.

(rev. Aug-2018)

All insurance shall be placed with companies admitted doing business in the State of Florida or which shall have an AM Best rating of at least an "A". The Licensor must be a certificate holder on any policy of insurance purchased by the Licensee in compliance with this Agreement, and it is entitled to receive a copy of any policies of insurance within thirty (30) days of the effective date of the policy. The Licensee shall obtain the insurer's agreement to give not less than thirty (30) days advanced notice to the Licensor before cancellation, expiration or alteration of any policy of insurance. The Licensee agrees to maintain such policies of insurance during the term of this Agreement, and any failure to do so will constitute a breach of the terms of the Agreement. Licensor shall be named as an additional insured and said policy will be primary over any other collectible insurance for any liability arising out of claims in connection with this Agreement.

13. INSPECTION; PREMISES "AS IS". Licensee acknowledges having inspected the Premises and finds the same is acceptable and suitable to Licensee's use. Licensee accepts any and all risks of using the Premises and Licensor shall have no responsibility for any use by Licensee or Licensee's agents, employees, or invitees. Licensee shall bear any and all risk associated with any equipment, materials, or other items of personal property kept on site. Licensor shall have absolutely no responsibility for any personal property. **LICENSOR MAKES NO WARRANTY OF ANY KIND WITH RESPECT TO THE LICENSE GRANTED BY THIS AGREEMENT AND LICENSEE WAIVES ANY WARRANTIES IMPLIED BY LAW, ACCEPTING THE PREMISES "AS IS".**

14. SAFE ENVIRONMENT. Licensee acknowledges and agrees that Licensor is committed to providing for the safety and well-being of its youth, its elderly and aged, and its disabled. Licensee represents and warrants that all persons affiliated or associated with the Licensee who have access to the Premises by virtue of this Agreement, shall comply with the Policy of the Diocese of Venice for the Protection of Children and Vulnerable Adults (as amended), which requires anyone entrusted with the care or supervision of minors or vulnerable adults to have the necessary background investigations conducted by the Diocese to ensure such compliance and the such person(s) shall also complete the Diocesan Safe Environment Program training (child safety) course prior to gaining access to the Premises.

15. SMOKING PROHIBITED. The Premises is a smoke-free building. No smoking by Licensee or their guests will be allowed in the building. Smoking areas are located outside entrances to the building. If applicable, any entertainer may use no artificial smoke as fire alarm is in operation.

16. SECURITY. Licensee may be required to have at least one (1) or more law enforcement officers in uniform on duty during the event, or the number which may be necessary to maintain adequate security and crowd control. The number of law enforcement officers will be determined by the Licensor. Licensee will pay the cost per hour per officer of the current departmental rate. The Licensor will be responsible for arranging for law enforcement officers to be present for event. The parties agree that _____ officer(s) are to be present during the event. A copy of any Security Agreement for law enforcement officers shall be sent a minimum of 2 weeks in advance to the Risk and Insurance Manager for the Diocese, at: insurance@dioceseofvenice.org.

17. REPRESENTATIVE. The Licensee, and/or its agent(s), shall contact the Licensor's representative, namely: _____ whose phone number is: _____ in the event of any issues regarding Licensee's use of the Premises. Licensee acknowledges and agrees that such use is on a non-exclusive basis and the parties will cooperate during the term of this License Agreement

18. DEFAULT. If Licensee fails to abide by and perform all covenants, stipulations and conditions of this Agreement, Licensor may, at its option, immediately terminate and end this Agreement and the license hereby granted, and all rights and interest of the Licensee thereunder forthwith.

19. **EXPIRATION.** At the expiration or termination of this Agreement, as herein provided, the Licensee will, within 24 hours, remove any of Licensee's property located at the Premises. Additionally, Licensee shall surrender Premises in the same condition as when it took possession.

20. **NOTICES.** Any notice which either party may or is required to give, shall be given in writing and shall be given by mailing the same, postage prepaid, to Licensee at the address shown below or Licensors at the address shown below, or at such other places as may be designated by the parties from time to time.

Licensee:

Licensors:

21. **GOVERNING LAW AND VENUE.** Agreement shall be governed by the laws of the State of Florida and venue for the enforcement of this agreement shall be in the County where the Premises are located.

22. **SEVERABILITY AND ENFORCEABILITY.** The terms of this Agreement are severable, and in the event that any specific term herein is determined to be unenforceable the remainder of the Agreement shall remain in full force and effect.

23. **ENTIRE AGREEMENT.** The foregoing constitutes the entire Agreement between the parties and may be modified only by a writing signed by both parties.

24. **TERMINATION.** Licensors reserves the right to cancel this Agreement at any time without cause upon thirty (30) days advanced notice or immediately if for cause as determined by Licensors in its sole discretion.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals the day and year first above written.

WITNESSES:

Licensors:

By: _____
Title: Pastor

Licensee:

By: _____
Title:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No. Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
INSURED	INSURER A :	
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			<i>General liability insurance of at least \$1,000,000 / \$3,000,000 is required</i>			EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/>	N / A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

St. John XXIII Catholic Parish in Fort Myers, Inc. , Bishop Frank J. Dewane, a corporation sole and his successors in office, and The Diocese of Venice in Florida Inc. Diocese of Venice 1000 Pinebrook Road Venice, FL 34285

St. John XXIII Catholic Parish in Fort Myers, Inc. 13060 Palomino Lane Fort Myers, FL 33912

CERTIFICATE HOLDER

CANCELLATION

*St. John XXIII Catholic Parish in Fort Myers, Inc.
13060 Palomino Lane
Fort Myers, FL 33912*

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



St. John XXIII Event Registration Form Instructions

Field-by-Field Detail

About the Event Registration form

The *Event Registration Form* is designed to capture relevant information prior to requests for reserved space being added to the parish calendar. This calendar serves as the official point of reference for allocating facility space, time, and resources while ensuring efficient and timely preparations occur. The goal is to ensure every user's experience is positive, spiritual and enriching!

When is the form required?

A completed and approved form is required prior to requests being added to the parish calendar.

What space needs to be reserved?

This is a campus-wide form for reserving space in the following areas:

- Parish Life Center
 - Main hall
 - Flex rooms
 - Classrooms
- Main Church Building
 - Narthex
 - Nave/Sanctuary
 - Our Lady of the Rosary Chapel
- Outdoors
 - Main courtyard
 - Outdoor stage
 - St. Patrick's patio
 - Memorial garden
 - Parking lots

Please note that St. Luke Adoration Chapel serves the sole purpose of allowing adorers to spend time with Christ, Our Lord, and cannot be reserved under any circumstances.

Field-by-Field Explanations

Following are field-by-field explanations and actions required to complete the *St. John XXIII Event Registration Form*. Each field will require one of the following actions:

- **ENTER** represents a free-form field that any information can be typed into
- **SELECT from DROPDOWN** indicates a defined list of options are available via a dropdown list and one choice can be chosen
- **SELECT CHECKBOX(ES)** indicates multiple choices can be chosen.

Please note: Each DATE field also includes a dropdown calendar for quick reference.



St. John XXIII Event Registration Form Instructions

Field-by-Field Detail

FIELDS

A sample registration form with corresponding field numbers follows these instructions.

(1) to (4) Event Requested By

ENTER name, phone number and email address for the person completing this form on behalf of a ministry, organization, or other users wishing to reserve space in the PLC, main church building, or outdoor space. ENTER date.

(5) Ministry, Organization, or User Name(s)

ENTER name of the parish ministry, Catholic-based organizations such as Knights of Columbus, Faith & Ale, Faith & Wine, or family name for funerals or other approved uses.

(6) Event Type:

Knowing the event type assists with set-up and other logistics. SELECT from DROPDOWN which includes:

- *Ministry meeting / event* – Primarily for parish-based ministries, many of which meet on a regular schedule
- *Education/training/workshop* – Interactive instructional sessions which may be individual or team-based
- *Hospitality* – Parish hosted events typically with beverages and light food or snacks
- *Seminar/conference/speaker* – Informative presentations with limited interaction
- *Funeral reception* – Mourning the departed while celebrating their life
- *Concert* – Typically using either the indoor or outdoor stage
- *Celebration* – Larger parish events recognizing key moments or dates or expressing gratitude to parishioners or staff
- *Fundraiser* – Raising funds for specific causes
- *Diocesan event* – The Diocese of Venice utilizing PLC space
- *OTHER (explain in comments)* – This option is further detailed in the next field, #7

(7) Comment

ENTER a description of the “OTHER” event type from field #6 or any other relevant comment.

(8) Start Date

ENTER the requested event date.



St. John XXIII Event Registration Form Instructions

Field-by-Field Detail

(9) End Date

ENTER the ending date for this event. For single day events this will be same as start date. For recurring sessions, such as weekly ministry meetings, enter an end date that is no greater than six months into the future at which time this form requires review and updating if necessary.

(10) Frequency

SELECT for DROPDOWN how often the space is being reserved. Options include:

- Once: one-time events
- Daily: sequential days
- Weekly: same day/time each week
- Bi-weekly: same day/time every other week
- Monthly: same day/time each month
- Other

Please note: if "Other" is selected enter frequency in "Comment" field #7.

(11) Start Time

ENTER event start time using the HH:MM format and identify if AM or PM. Early access for set-up or other purposes can be requested later on the form.

(12) End Time

ENTER event end time using the HH:MM format and identify if AM or PM.

(13) # Attending

ENTER the approximate number of participants. This allows for adequate seating to be arranged.

(14) to (16) Primary Contact (*if different than above*)

ENTER the name, phone number and email address for the event's primary contact if that person is not the one completing this form.

(17) to (19) Secondary Contact (*if applicable*)

Larger events or ministries may have co-leaders, etc. If so, ENTER their name, phone number and email address

(20) Requested Area(s)

SELECT CHECKBOX(ES) for the specific areas being reserved. Multiple selections may be made. There are three columns of reservable areas including:

- *Primary Areas*
 - Main hall: The large hall in the PLC
 - Main courtyard: The outdoor area between the steeple and the PLC



St. John XXIII Event Registration Form Instructions

Field-by-Field Detail

- Indoor stage: In the PLC main hall. Select this option if access to the stage is being requested
- Outdoor stage: Overlooking the main courtyard.
- St. Patrick's patio: The outdoor courtyard area adjacent to Our Lady of the Rosary chapel and immediately outside the narthex doors
- Memorial garden: Reverent burial site location for solemn and respectful events
- Narthex: Church lobby
- Nave/Sanctuary: Inside main church
- Chapel: Our Lady of The Rosary Chapel
- Parking lot: For events being held in the church parking lots
- *Flex Rooms*
 - This space can be configured in multiple ways as 1, 2, 3 or 4 rooms individually or combined. Refer to facility layout for specific locations.
- *Classrooms*
 - There are five classrooms primarily intended for youth ministries and their spiritual education. Two of the five rooms (St. Susanna & St. Joanna) are configured with small furnishings and the other three may be available for adult ministries.

(21) Tables

SELECT CHECKBOX(ES) for the required type(s) of tables including:

- Round 60-inch: These tables can comfortably accommodate eight for meetings and six if food is being served. The smaller size of this table is better for events where participants will be actively interacting with each other.
- Round 72-inch: These tables can comfortably accommodate ten for meetings and eight if food is being served.
- Rectangle: Various lengths are available and will be configured to best need user needs.
- Registration: For events where participants will be asked to check-in.
- Buffett: For events with larger quantities of food being served.
- Head: For honored guests, panel-discussions, or similar events.
- Materials/display: For events where items are displayed for participants.

Please note: There are limited amounts of tables and chairs available. For events exceeding available inventory it is the user's responsibility to rent additional items.



St. John XXIII Event Registration Form Instructions

Field-by-Field Detail

(22) Layout

SELECT CHECKBOX for the required layout of the tables and seating

- Classroom: Tables and chairs arranged in a presenter/participant layout using either round or rectangular tables
- U-shaped: Rectangular tables arranged for presenter/participant events, meetings, or group discussions
- Box-shaped: Rectangular tables arranged in a square for meetings or group discussions
- Banquet/hospitality: Round tables arranged for events with presenters or when food is being served.
- Auditorium: This chairs-only arrangement is useful for large audiences with a presenter.

(23) Other:

SELECT CHECKBOX(ES) for the following options:

- Podium
- Flipchart
- Portable partitions: Movable walls for further dividing space. These are also to be used if items such as flipchart sheets are to be pinned or taped to walls.

Note: Whiteboards are embedded in flex room walls.

(24) Room Set-up By

ENTER the name of the person(s) responsible for setting up and configuring tables and chairs.

(25) Comments

ENTER comments related to the "Requested Area(s)" portion of the form.

(26) A/V Types

SELECT from DROPDOWN any audio or visual needs. This includes:

- Video
- Audio
- Video and audio

(27) Mic

SELECT from DROPDOWN the type of microphone(s) required. This includes:

- Lapel
- Handheld
- Both lapel and handheld



St. John XXIII Event Registration Form Instructions

Field-by-Field Detail

(28) Screens

The PLC is configured with multiple screens. SELECT CHECKBOX(ES) for the following options:

- Stage: Large screen above stage
- Lobby: Wall-mounted TV monitor near main entrance
- Flex 1: Wall-mounted TV monitor located in the St. Martha area of the flex rooms
- Flex 4: Wall-mounted TV monitor located in the St. Michael area of the flex rooms

(29) Devices

SELECT CHECKBOX(ES) for the types of devices that will be connected to the audio/visual system. This includes:

- PC: Personal computer
- DVD: For playing video discs
- Smart device: Tablet or smartphone for playing video or audio content
- Internet: If access is required for accessing online audio or video content.

(30) By: Pre-event

ENTER name of the person responsible for ensuring A/V set-up occurs.

(31) By: Post-event

ENTER name of the person responsible for ensuring A/V systems and devices are properly shutdown and securely stored

(32) Comments

ENTER any A/V related comments

EARLY Access / Set-up

If the event requires early access for set-up or preparation complete fields 33-42. Early access may be limited or restricted depending on other events occurring at the time.

(33) Date

ENTER date of early access

(34) Time

ENTER requested access time using the HH:MM format and identify if AM or PM



St. John XXIII Event Registration Form Instructions

Field-by-Field Detail

(35) to (37) Primary responsibility

ENTER name, email address, and phone number for the primary person responsible during the early access.

(38) Disarm System

SELECT CHECKBOX identifying if the building security system will require disarming. Also, SELECT from DROPDOWN which door will be used to access alarm panel. There are three in the PLC and one in the narthex.

- Main Door: This panel is the default choice for the PLC as it is the main entrance.
- Breezeway: This panel is nearest the parish office building (*Staff use only*)
- Classrooms: This panel is at the classroom end of the PLC (*Staff use only*)
- Narthex: This panel is in the main church building

(39) By

ENTER name of the person responsible for disarming the security system

(40) Activate Alarm (*Main PLC door only*)

SELECT CHECKBOX if the user will be responsible for activating security system upon completion of the event.

Please note: as indicated on the registration form only the MAIN entrance is to be used for activating the system, after ensuring facility is vacant, to minimize false alarms.

(41) By

ENTER name of person responsible for activating security system.

(42) Comments

ENTER any comments related to the EARLY Access/Set-up portion of the registration form.

DAY of EVENT

Fields 43-50 are specific to the day of the event.

(43) Disarm System

SELECT CHECKBOX identifying whether the building security system will require disarming.

Also, SELECT from DROPDOWN which door will be used to access alarm panel. There are three in the PLC and one in the narthex.

- Main Door: This panel is the default choice for the PLC as it is the main entrance.
- Breezeway: This panel is nearest the parish office building (*Staff use only*)
- Classrooms: This panel is at the classroom end of the PLC (*Staff use only*)
- Narthex: This panel is in the main church building



St. John XXIII Event Registration Form Instructions

Field-by-Field Detail

(44) By

ENTER name of person responsible for disarming security system

(45) Entrance(s)

SELECT CHECKBOX(ES) indicating entrances to be unlocked and available for participants attending the event. This includes to following doors:

- Main: Primary PLC entrance
- Breezeway: Door nearest parish offices
- Classroom: Door nearest classrooms
- Stage Left: If standing on indoor stage and looking into main hall, door to the left entering main courtyard area
- Stage Right: If standing on indoor stage and looking into main hall, door to the right entering main courtyard area
- Narthex: Primary church door
- Chapel: Door under steeple entering Our Lady of the Rosary Chapel

(46) Secure Facility

SELECT CHECKBOX if user is to ensure everyone has vacated the facility.

(47) Secure By

ENTER name of person responsible for ensuring facility is vacant.

(48) Activate Alarm *(Main door only)*

SELECT CHECKBOX if the user will be responsible for activating security system upon completion of the event.

Please note: as indicated on the registration form only the MAIN entrance is to be used for activating the system, after ensuring facility is vacant, to minimize false alarms.

(49) If YES by

ENTER name of person responsible for activating security system.

OTHER REQUIREMENTS

Fields 51-56 address potential requirements depending on the type or size of event or user organization. Some of these are parish specific and others are requirements of the Diocese of Venice.

Parish-sponsored ministries and events held on St. John XXIII property do not require contracts or certificates of insurance. Examples include Women's Guild, Men's Gospel Forum, religious education, youth groups, adult faith education, bereavement, etc. Non-parish-sponsored groups include those organized as separate non-profits or under the



St. John XXIII Event Registration Form Instructions

Field-by-Field Detail

auspices of other organizations. Examples include Knights of Columbus, Faith & Ale, Faith & Wine, etc.

Each item will be reviewed on a case-by-case basis, except those required by the Diocese of Venice, and determined at the discretion of the parish Business Manager and/or PLC Coordinator.

Each item has a CHECKBOX to indicate:

- If the item is **REQUIRED**
- If supporting payments or documentation are on file with the Business Manager or PLC Coordinator. When payments are required for use of PLC facilities enter amount in the appropriate column.

Please Note: Items 51-56, if required, must be received a minimum of one week prior to event

(50) Facility use donation/fee

Some events or users may be asked to donate or pay a fee for use of the PLC.

(51) Security deposit

Some events or users may be required to pay a security deposit prior to reserving space.

(52) Security personnel

Depending on type or size of event the hiring of sheriff's deputies may be required.

(53) Additional insurance

Any time a *Non-Exclusive Space Usage Agreement and License* is required proof of liability insurance must be on file with the Business Manager and/or PLC Coordinator.

(54) Liquor license

Any time alcohol is being served, whether complimentary or for a fee, a Lee County issued liquor license is required.

(55) Non-exclusive space usage agreement

Required for any non-parish-sponsored event.

(56) Speaker vetting by Diocese of Venice

Those speaking to groups at events may require vetting and approval by the Diocese of Venice. The PLC Coordinator or Business Manager will provide guidance regarding this requirement.



St. John XXIII Event Registration Form Instructions

Field-by-Field Detail

FOOD & BEVERAGE

This section is to be completed any time beverages and/or food are to be provided.

(57) Please note

Not a field to be completed but a reminder that paper goods on-hand are for parish ministry use only. All other users are to provide their own.

(58) Location

SELECT CHECKBOX(ES) identifying where food and beverages will be prepared and available to participants. Areas include:

- Flex room kitchenette: Located between PLC lobby and the first flex room (St. Martha)
- Main kitchen: PLC kitchen area which requires an authorized user to be present.
- Main hall: PLC area for hospitality, banquets, groups.
- Narthex: Church lobby
- Outdoors: Any outdoor area identified in field #20.
- Chapel: Our Lady of the Rosary chapel when space is available at rear.

(59) Beverages

SELECT CHECKBOX(ES) indicating beverages to be served

- Coffee
- Hot tea
- Juice
- Soda
- Milk
- Iced tea
- Beer – Liquor license required
- Wine – Liquor license required
- Mixed drinks – Liquor license required
- Water
- Ice

(60) Beverage comments

ENTER comments related to the beverages being served



St. John XXIII Event Registration Form Instructions

Field-by-Field Detail

(61) Food provided

Identify the source if food is to be served and SELECT from DROPDOWN:

- Parish
- Providing own
- Restaurant: Local restaurants or carry-out
- Catered: Large or special events with full-service

(62) Kitchen required for

If access to the main kitchen is required for the event, SELECT from DROPDOWN how it is to be used:

- Serving only
- Warming & serving
- Cooking & serving

(63) Delivered by

If food is being delivered ENTER name of person or restaurant bringing the food.

(64) Delivery time

ENTER expected delivery time using the HH:MM format and noting AM or PM.

(65) Authorized kitchen user

ENTER name of trained and authorized person responsible for the safe and sanitary operation of equipment while ensuring kitchen policies and procedures are enforced.

(66) Menu items

ENTER a brief list of items to be served. This will assist with ensuring appropriate bowls, plates, flatware, paper goods, etc. are available.

(67) Comments

ENTER additional comments related to food being provided

Clean -Up: Kitchen areas, dishes, decorations, trash removal, etc.

It is every user groups responsibility to ensure clean-up occurs.

(68) Primary responsibility

ENTER name of person responsible for ensuring clean-up occurs, dishes are properly washed and sanitized, decorations or signs removed, and trash is taken to the appropriate location.

(69) Comments

ENTER any comments related to clean-up activities



St. John XXIII Event Registration Form Instructions

Field-by-Field Detail

Marketing

The following are reminders for users to contact and schedule time with the parish bulletin editor if they wish to promote activities or events. Marketing opportunities include:

(70) Narthex

SELECT from DROPDOWN from these options:

- Video monitors: Promote event on the multiple displays
- Table: For information or registration purposes
- Video monitors & Table: Select if both methods are preferred

(71) Additional marketing options

SELECT CHECKBOX(ES) for:

- Bulletin: For advertising event
- Parish App: For broadcasting event information to parishioners who have downloaded the myParish app.
- Facebook: Communicating event via social media

(72) Comments

ENTER event marketing comments

PLC User Approval

Once the registration form has been reviewed and completed, the requester is to acknowledge its accuracy.

(73) I agree the above is accurate

This field is for requester's signature.

(74) Date

ENTER date requester completed registration form

(75) Type name

ENTER name of requester

(76) Treat Our PLC with TLC

SELECT "Yes" or "No" signifying requestor reviewed and acknowledged receipt of these policies

Administrative

This section is for authorized parish staff to acknowledge receipt of registration form and approve.



St. John XXIII Event Registration Form Instructions

Field-by-Field Detail

(77) Date received

ENTER date form received

(78) Received by

ENTER name of authorized parish staff member receiving form

(79) Business Manager Comments

ENTER any comments into this field

(80) Date approved by PLC Coordinator

ENTER date PLC Coordinator approves form. This indicates required information has been received and the event can be added to the parish calendar confirming the requested space(s) and time(s) were available.

(81) Date on parish calendar

ENTER date approved event was added to the parish calendar

(82) Comments

ENTER PLC Coordinator or Business Manager comments.



St. John XXIII Event Registration Form

EVENT REQUESTED BY

Name: 1	Date: 2
Email: 3	Phone: 4

EVENT INFORMATION

Ministry, Organization, or User Name(s): 5		
Event Type: 6		Comment: 7
Start Date: 8	End Date: 9	Frequency: 10
Start Time: 11	End Time: 12	# Attending: 13
Primary Contact (if different than above)		Secondary Contact (if applicable)
Name: 14		Name: 17
Phone: 15		Phone: 18
Email: 16		Email: 19

Requested Area(s) 20			
<input type="checkbox"/> Main Hall	<input type="checkbox"/> Main Courtyard	<input type="checkbox"/> St. Martha (F1)	<input type="checkbox"/> St. Therese of Lisieux (C1)
<input type="checkbox"/> Indoor Stage	<input type="checkbox"/> Outdoor Stage	<input type="checkbox"/> St. Mary (F2)	<input type="checkbox"/> St. Elizabeth Seton (C2)
<input type="checkbox"/> St. Patrick's Patio	<input type="checkbox"/> Memorial Garden	<input type="checkbox"/> St. Bernadette (F3)	<input type="checkbox"/> St. Christina (C3)
<input type="checkbox"/> Narthex	<input type="checkbox"/> Nave/Sanctuary	<input type="checkbox"/> St. Michael (F4)	<input type="checkbox"/> St. Susanna (C4) <i>Small furniture</i>
<input type="checkbox"/> Chapel	<input type="checkbox"/> Parking Lot	<input type="checkbox"/> Individual <input type="checkbox"/> Combined	<input type="checkbox"/> St. Joanna (C5) <i>Small furniture</i>

21 **Tables:** ☐ Round 60" (6-8 seats) ☐ Round 72" (8-10 seats) ☐ Rectangle
☐ Registration ☐ Buffett ☐ Head ☐ Materials/display

22 **Layout:** ☐ Classroom ☐ U-Shaped ☐ Box-shaped ☐ Banquet/hospitality ☐ Auditorium

23 **Other:** ☐ Podium ☐ Flipchart ☐ Portable Partitions **Room Set-up By:** 24

Comments: 25

A/V Types: 26	Mic: 27	Screens: <input type="checkbox"/> Stage <input type="checkbox"/> Lobby <input type="checkbox"/> Flex 1 <input type="checkbox"/> Flex 4 28
---------------	---------	---

29 **Devices:** ☐ PC ☐ DVD ☐ Smart device ☐ Internet **By (pre-event):** 30

Comments: 32	By (post-event): 31
---------------------	----------------------------

EARLY Access/Set-up	Date: 33	Time: 34
---------------------	----------	----------

Primary Responsibility: 35

Email: 36	Phone: 37
-----------	-----------

38 Disarm System: <input type="checkbox"/> No <input type="checkbox"/> Yes @Main Hall Door	By: 39
---	---------------

40 Activate Alarm (Main door only): <input type="checkbox"/> Yes <input type="checkbox"/> No	By: 41
---	---------------

Comments: 42

DAY of EVENT 43 Disarm System: <input type="checkbox"/> No <input type="checkbox"/> Yes @Main Hall Door	By: 44
--	---------------

45 **Entrance(s):** ☐ Main ☐ Breezeway ☐ Classroom ☐ Stage Left ☐ Stage Right ☐ Narthex ☐ Chapel

46 Secure Facility: <input type="checkbox"/> Yes <input type="checkbox"/> No	Secure by: 47
---	----------------------

48 Activate Alarm (Main door only): <input type="checkbox"/> Yes <input type="checkbox"/> No	If YES by: 49
---	----------------------



St. John XXIII Event Registration Form

Other Requirements	Required	Amount	Received	Comments/Date Docs Received
50 Facility use donation/fee	<input type="checkbox"/>		<input type="checkbox"/>	
51 Security deposit	<input type="checkbox"/>		<input type="checkbox"/>	
52 Security personnel <i>(Lee County Sheriff's office)</i>	<input type="checkbox"/>		<input type="checkbox"/>	
53 Additional insurance	<input type="checkbox"/>	\$1,000,000 / \$3,000,000	<input type="checkbox"/>	
54 Liquor license	<input type="checkbox"/>		<input type="checkbox"/>	
55 Non-exclusive space usage agreement	<input type="checkbox"/>		<input type="checkbox"/>	
56 Speaker vetting by Diocese of Venice	<input type="checkbox"/>		<input type="checkbox"/>	

FOOD & BEVERAGE

57 **Please note:** Paper goods are available for church ministries. Other users must provide own. Thanks!

58 **Location:** ☐ Flex room kitchenette ☐ Main kitchen ☐ Main hall ☐ Narthex ☐ Outdoors ☐ Chapel
 59 ☐ Coffee ☐ Hot Tea ☐ Juice ☐ Soda ☐ Milk ☐ Iced Tea ☐ Beer ☐ Wine ☐ Mixed ☐ Water ☐ Ice

60 **Beverage comments:**

61 **Food provided:** No **Kitchen required for:** 62

63 **Delivered by:** **Delivery time:** 64

65 **Authorized kitchen user:**

66 **Menu items:**

67 **Comments:**

Clean-up: Kitchen areas, dishes, decorations, trash removal, etc.

68 **Primary responsibility:**

69 **Comments:**

MARKETING

Please note: It is user's responsibility to contact & schedule with appropriate parties & provide content

70 **Narthex:** ☐ Bulletin ☐ myParish app ☐ Facebook 71

72 **Comments:**

PLC USER APPROVAL

I agree the above is accurate: 73 **Date:** 74

Type name: 75 **Treat Our PLC with TLC form signed?** YES ☐ NO ☐ 76

ADMINISTRATIVE

Date Received: 77 **Received by:** 78

Business Manager Comments: 79

Date Approved by PLC Coordinator: 80

Date on Parish Calendar: 81

Comments: 82



Faith Formation
Entrance

Parish Life Center
Entrance

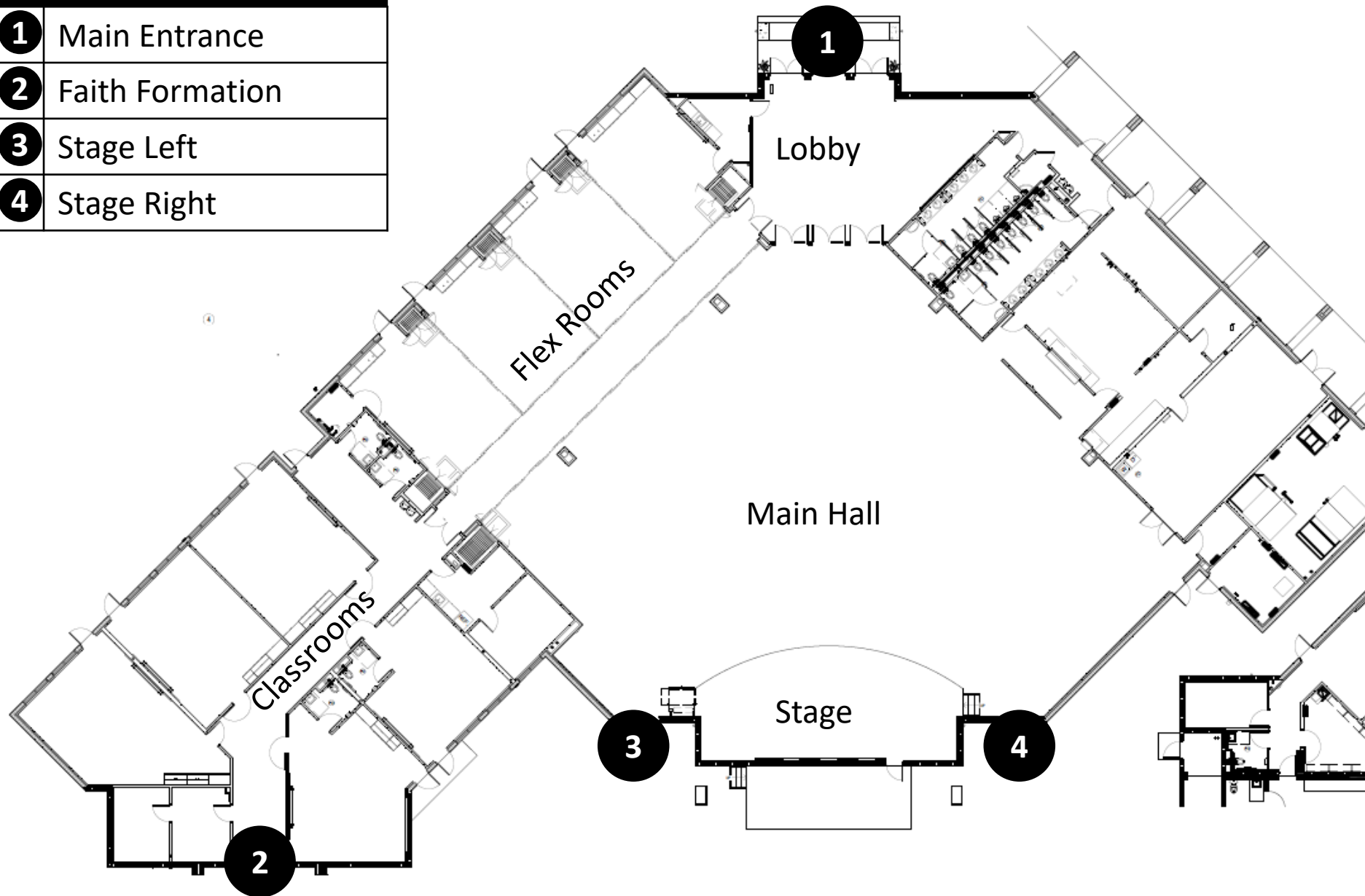
Church
Entrance

Parish
Offices

Adoration
Chapel

PLC – Optional Entrances

- | | |
|----------|-----------------|
| 1 | Main Entrance |
| 2 | Faith Formation |
| 3 | Stage Left |
| 4 | Stage Right |





St. John XXIII

Parish Life Center

Opening Announcements

Please share the following (as relevant) during the initial welcome portion of events held in the Parish Life Center. Thanks!

1) *If visitors are present...*

Restrooms are located through the lobby & down hallway to the right.

2) *In the interest of safety...*

Do not access or sit on the stage unless authorized to do so.

3) *If children are present...*

No running or horseplay

4) *If drinks are provided...*

Inform when/where/how they will be served

5) *If food is provided...*

Inform when/where/how it will be served

6) *Please clean up after yourself...*

Trash containers are located around the room. Recyclable glass, paper, cardboard or metal cans should go in the blue containers.

7) *And of course...*

Smoking is not allowed inside any building on parish property.

#6 should be repeated at end of event



St. John XXIII Kitchen Facilities Use Agreement

Kitchen Capacities

- To ensure safety and cleanliness standards are upheld, the total number of people in the kitchen at any time is not to exceed 12. This includes all three areas.
- The maximum number of guests served varies and is dependent upon food type, preparation needs, and available equipment. Good judgement is to be used to prevent unsafe conditions resulting from overextending kitchen capacities.

Equipment

- Only trained and validated users may operate equipment. A document showing those trained and the associated equipment will be maintained in the kitchen.
- No portable cooking equipment requiring LP tanks, natural gas, charcoal, wood, or any other ignitable source may be used within the facility.
- Sterno canisters, tea candles, or electrical sources are acceptable for chafing and warming trays

Personal Protective Equipment/ Good Hygiene

- Anyone preparing food must use disposable gloves or use frequent hand-washing methods with soap and hot water. Hair restraints must be used such as hairnets (including facial hair), hats, tie-backs to prevent hair falling into food.
- Clothes must be clean, and an apron used if possible. Slip resistant shoes with rubber soles and closed toes must be worn. No watches, rings or jewelry are to be worn as these are potential sources of contamination and injury.

Illness

- Anyone who has been recently sick, is currently sick, has symptoms of becoming sick, has a communicable chronic disease, or is suffering from cuts/open wounds/sores or other skin openings/maladies is prohibited from the kitchen facility and from food preparation or serving of any kind. If you are not sure, do not participate.

Food Safety

- Cold foods must be kept cold and hot foods must be kept hot within a maximum two-hour window. Foods should be cooked thoroughly to their proper heated temperature. Avoid cross-contamination of food and utensils. Produce should be thoroughly washed. Follow local health department ordinances.

Children

- Children under the age of 15 are not allowed in the kitchen.

Live Animals

- Live animals of any kind are never allowed in the kitchen.



St. John XXIII Kitchen Facilities Use Agreement

Cleaning

- Users are responsible for the complete cleaning and sanitation of the kitchen after use. This includes all equipment used, food preparation, storage and serving surfaces, floors, sinks, etc.
- Users must remove properly bagged trash to outdoor dumpsters.
- Supplies and equipment must be returned to proper location.

Injuries

- Call 911 for emergencies. All accidents and injuries must be reported to the Business Manager or person-in-charge immediately. A report must be filed for all accidents/incidents. Forms are located near First Aid kits.

Damage/Malfunction

- Any damage to the kitchen or malfunction of equipment shall be reported immediately. No one should attempt to use, or repair broken or malfunctioning equipment.

Behavior

- Smoking, use of alcohol or illegal substances is not permitted while working in the kitchen or when preparing or serving food.

Personal safety

- Flow through Entrance and Exit doors is to be ONE-WAY only
- The area directly in front of deep fryers, range, and ovens is not to be used as a passage way
- Communicate when walking behind others, especially when carrying something
- The light over the cooking area turns on automatically when heat is present. If the light is on, then the cooking surfaces are hot
- Safety, safety, safety! Be aware of hot surfaces, sharp items, spills, or any other condition putting yourself or others at risk

Violations of the agreement may jeopardize the ability of the group to utilize the kitchen for future parish events.

I acknowledge receipt of this agreement and will abide by it:

Signed: _____ Date: _____



St. John XXIII Parish Life Center

Post-Event Survey

Catholic author Matthew Kelly reminds us that only what is measured can be assessed and then improved. To continually improve parish events and better support the important work of ministries, please complete the following:

Event Name:

Date of Event:

of Attendees:

Financial Report: (check one)

Not applicable ☐ Attached ☐

For parish ministries only: Please explain how this activity aligns with and reflects your ministry's mission.

What was the best aspect of holding this event at St. John XXIII?

What can be done to improve this event in the future?

Rate the following using a scale of 1 to 4.

4 = Excellent 3 = Very Good 2 = Met Needs 1 = Needs Improvement N/A = Not Applicable

The event planning and registration process

4 ☐ 3 ☐ 2 ☐ 1 ☐ N/A ☐

Space preparation (if responsibility of parish staff)

4 ☐ 3 ☐ 2 ☐ 1 ☐ N/A ☐

Adequacy of space for meeting event needs

4 ☐ 3 ☐ 2 ☐ 1 ☐ N/A ☐

Adequacy and condition of kitchen facilities

4 ☐ 3 ☐ 2 ☐ 1 ☐ N/A ☐

Availability of needed equipment and supplies

4 ☐ 3 ☐ 2 ☐ 1 ☐ N/A ☐

Cleanliness of facilities

4 ☐ 3 ☐ 2 ☐ 1 ☐ N/A ☐

Interaction with parish staff in planning and hosting event

4 ☐ 3 ☐ 2 ☐ 1 ☐ N/A ☐



St. John XXIII Parish Life Center

Post-Event Survey

If you noticed anything requiring maintenance or repair, please describe:

Additional comments, suggestions, or questions:

Name of person completing this form:

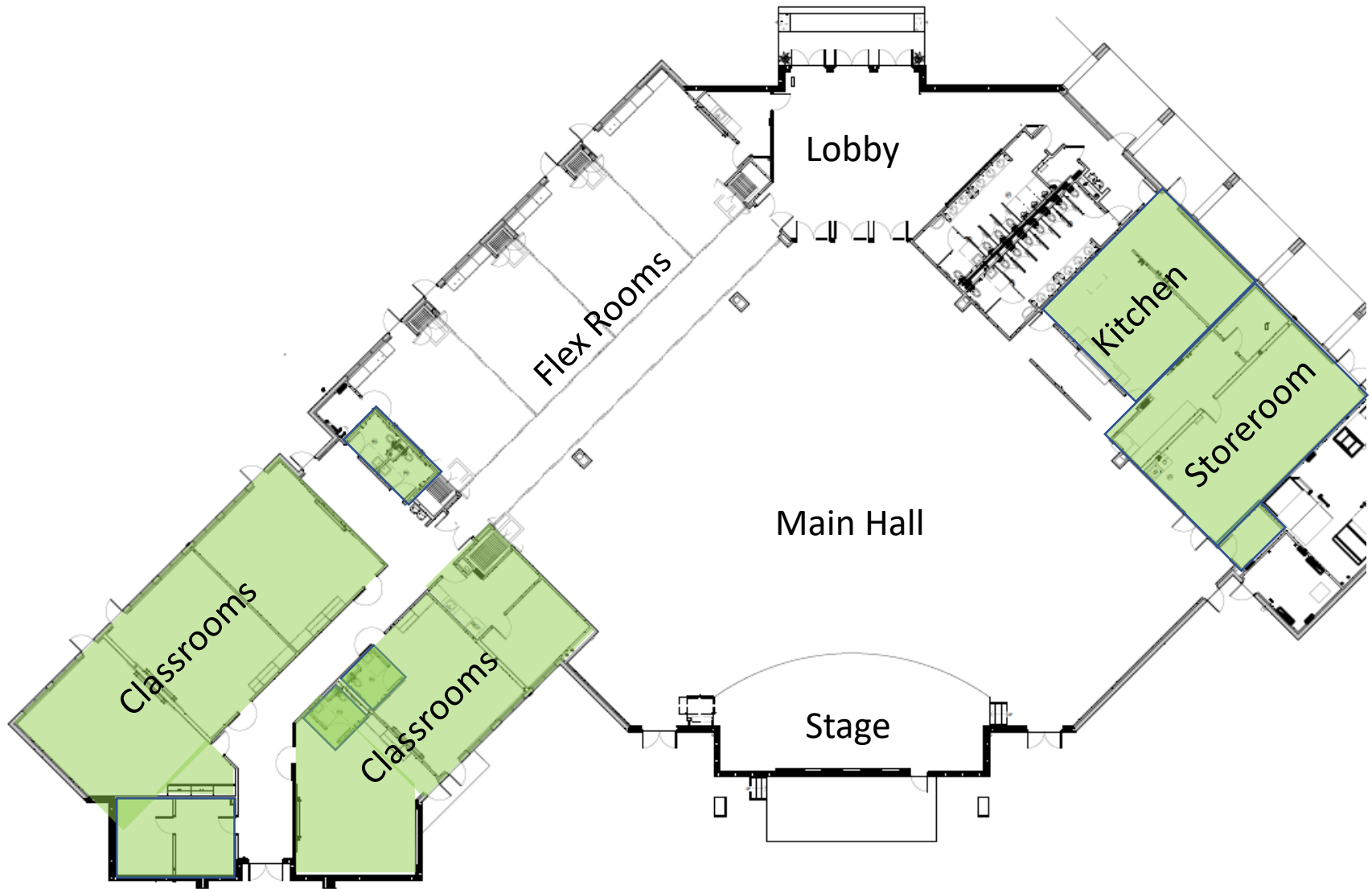
Your role in this event:

If a security deposit was paid, it will be returned following a satisfactory facility inspection and submission and discussion of this form. Future dates for parish events/meetings will be added to the parish calendar upon submission and discussion of this post event survey.

For Office Use:

**Classrooms, offices, and other areas with doors that can be locked from the inside**

Note: some may not be available depending on day of week / time of day



ACCIDENT/INCIDENT **CHECKLIST**

- 1. Call 911 if Medical Emergency.
- 2. Secure the Scene to ensure no further injury is likely to occur, then when safer to do so render First Aid if trained.
- 3. When appropriate use a camera to capture pictures of accident/incident scene in all quadrants.
- 4. If injured party does not need Emergency Care but requires further medical attention refer them to the nearest in-network Walk-In or Urgent Care provider.
- 5. Complete Accident/Injury Reporting Notes, be as detailed as possible.
- 6. Call Gallagher Bassett and report the incident.
Incidents should be reported on the day they occurred.
If there is any question if the incident should be reported to insurance or not, contact Donna Foti, the Diocesan Risk & Insurance Manager at the Catholic Center.
- 7. Any incident involving multiple individuals or an employee death must be reported immediately to the Risk Manager at the Catholic Center.



Diocese of Venice Accident/Injury Reporting Notes

Upon Completion Call: Gallagher Basset Claims Reporting 877-376-2561

INSTRUCTIONS: ALL MUST COMPLETE SECTIONS 1 & 2...

Worker's Compensation claim, complete sections 3,6,7 and 8 below. (3A and 3B must be completed).

Student Accident/Incident, Visitor Accident/Incident or Volunteer Accident/Incident, complete sections 4,6,7 and 8 below.

Auto or Church Property Claim, complete sections 5,6,7 and 8 below (as appropriate).

Note: A copy of this report is not authorization for medical treatment.

Please Print									
1. SCHOOL/PARISH NAME	School/Parish/Agency		<input type="checkbox"/> Work. Comp <input type="checkbox"/> Student Accident <input type="checkbox"/> Prop Loss <input type="checkbox"/> Auto <input type="checkbox"/> Visitor Accident/Incident		Person Injured: <input type="checkbox"/> Employee <input type="checkbox"/> Visitor <input type="checkbox"/> Student <input type="checkbox"/> Volunteer			Social Security No.	
2. ACCIDENT	Date of Loss: MM/DD/YY / /		Time of Loss: : <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.			Location of Loss (Be specific)			
3. EMPLOYEE (WORKERS' COMPENSATION CLAIMS)	Name of Employee:		Date of Birth: / /		Occupation & Organization:		Part of Body Injured:		Type of injury (Cut, Bruise, Etc.)
	Home Address:		City:		State:		Zip:		Phone No. ()
	3A-Does Employee wish to seek medical attention today: <input type="checkbox"/> Yes <input type="checkbox"/> No A "No" answer above does not waive the employee's right to request medical attention at a later date.		If "Yes", Designate referral (Name of Physicians, Clinic, Hospital):				3B-Will Employee require time off from work: <input type="checkbox"/> Yes <input type="checkbox"/> No		Expected return to work date:
4. CLAIMANT (Student Accident/Incident, Visitor Accident/Incident or Volunteer Accident/Incident)	Name:		Date of Birth: / /			Time injury first reported:			
	Address:		City:		State:		Zip:		Phone No. ()
5. PROPERTY (CHURCH OWNED) Attach picture of damaged or stolen property, Police and/or Public Safety report	Describe damaged or stolen property:								
	Estimated cost of damage or value of stolen item:								
6. WITNESS (ES)	Name:		Address:		City:		State:		Zip:
									Phone No. ()
	Name:		Address:		City:		State:		Zip:
								Phone No. ()	
7. DESCRIBE ACCIDENT/INCIDENT (To be completed by claimant. If claimant is unable to write, ask the following questions then write their response.)	A. What were you doing when injury/loss occurred?								
B. How did the injury/loss occur?									
C. Object or substance that, in your opinion, directly injured or caused loss?									
8. SIGNATURES	Signature of Employee/Claimant:		Date:		Signature of Entity Representative:		Date:		

Keep the ORIGINAL DOCUMENT on file at your location

Voluntary Statement

Name: (Last, First)_____

Street Address: _____

City, State, Zip: _____

Phone: _____

Date / Time: _____

Location Where Statement is Made: _____

Details of Occurance:

[illegible]

(Attach Additional Pages if Necessary - # of pages _____)

I certify that the facts contained herein are true and correct to the best of my knowledge.

Signature of Person Making the Statement: _____

Voluntary Witness Statement

Name: (Last, First)_____

Street Address: _____

City, State, Zip: _____

Phone: _____

Date / Time: _____

Location Where Statement is Made: _____

Details of Occurance:

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

(Attach Additional Pages if Necessary - # of pages _____)

I certify that the facts contained herein are true and correct to the best of my knowledge.

Signature of Person Making the Statement: _____



Fire Alarm Sounds or Bomb Threat Received



Exit building & proceed to designated meeting area.
Confirm attendance. Continue to Villas if necessary



Emergency Exits



Windowless areas



Primary exit path(s)



Tornado or severe weather: Go to nearest restroom, classroom hallway, kitchen, or other windowless area

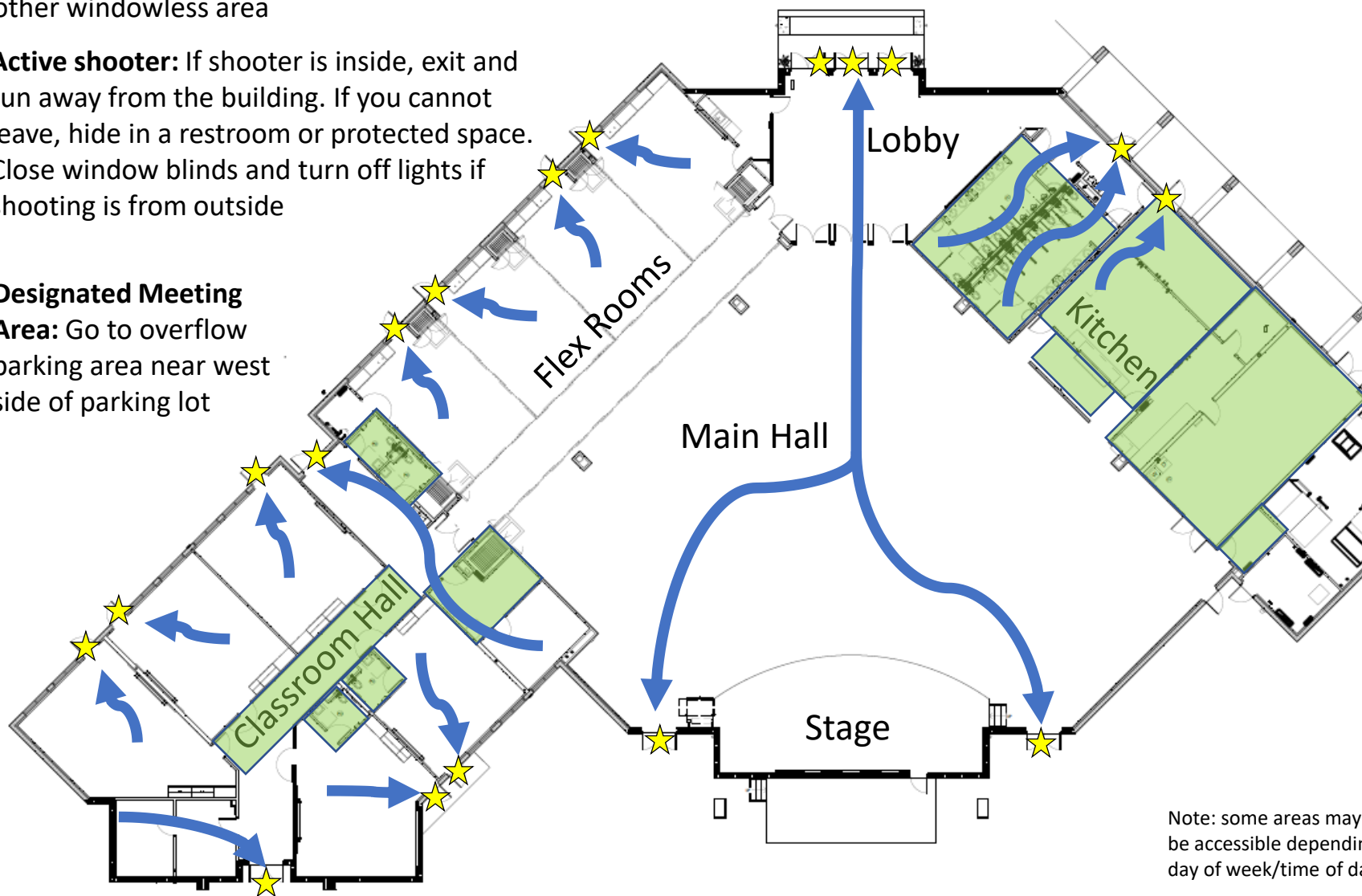


Active shooter: If shooter is inside, exit and run away from the building. If you cannot leave, hide in a restroom or protected space. Close window blinds and turn off lights if shooting is from outside



Designated Meeting Area

Go to overflow parking area near west side of parking lot



Note: some areas may not be accessible depending on day of week/time of day





Parish Incident Report

Use this form for documenting incidents occurring on parish property when a police report was not filed (whether or not they were called) including suspicious persons, suspicious packages, or other crimes. For accidents or medical emergencies use the Accident/Incident form located near First Aid kits.

Location: _____

Date/Time: _____

Type of Incident: _____

Report prepared by:

Name: _____

Address: _____

Phone: _____

Victim(s) if any

Name: _____

Address: _____

Phone: _____ Age: _____

Was victim injured? Yes____ No____ If yes, complete an Accident/Incident Form

Suspect (if known)

Name: _____

Address: _____

Phone: _____ Age: _____

If more than one known suspect, attach additional pages.



Parish Incident Report

Suspect Description

Sex: ____ Age: ____ Height: ____ ft. ____ in. Weight: ____ lbs. Race: ____

Build (*thin, medium, muscular, large, obese*): ____

Complexion (*light, medium, olive, dark*): ____ Facial hair: ____

Hair color/style/length: ____

Clothing: ____

Tattoos (*describe*): ____

Other: ____

If more than one suspect, complete additional pages.

Suspect Vehicle Description

Type: (*auto, motorcycle, bicycle, ATV, other*): ____

Color: ____ Make/model: ____

License plate: ____ State: ____

Other

Were police, fire, or other medical emergency personnel called? Yes ____ No ____

If yes, did they respond? Yes ____ No ____

Who? ____

Was a report filed by the emergency responders? Yes ____ No ____

Were photos taken? Yes ____ No ____ By: ____

Submit forms and photos to Parish Business Manager



Parish Incident Report

Voluntary Witness Statement

Name: (Last, First) _____

Street Address: _____

City, State, Zip: _____

Phone: _____

Date / Time: _____

Location Where Statement is Made: _____

Details of Incident:

Attach additional pages if necessary.

I certify that the facts contained herein are true and correct to the best of my knowledge.

Signature of person making the statement: _____

BOMB THREAT CHECKLIST

In the event you receive a threat call (i.e. bomb threat, armed assault, custody issues), remain calm. If possible, have a pre-arranged signal to alert other personnel to listen to the caller also. If possible, advise the caller that the detonation of a bomb could maim or injure innocent people.

Threat Checklist

Complete this list if you receive a threat.

Exact time of call: _____ Date: _____

Exact words of caller:

Caller's voice: (circle)

Male Female Adult Youth

Estimate Age: _____

Black White Hispanic Asian Other: _____

Calm Disguised Nasal Rapid Accent

Nervous Angry Sincere Slurred Loud

Excited Giggling Stressed Crying

If voice is familiar, whose did it sound like? _____

Background Noise: (circle)

Music Children Typing Airplanes Machinery Cars/Trucks

Other: _____

Do not hang up! Obtain as much information as possible:

When is the bomb going to explode? _____

Where is the bomb? _____

What does it look like? _____

What kind of bomb is it? _____

Method of activation: mechanical, clock, movement/chemical action?

Method of deactivation? _____

Did you place the bomb? _____

Why? _____

Where are you calling from? _____

What is your address? _____

What is your name? _____

Call received by: _____ Department: _____

Ext: _____

Note: In the event you receive a bomb threat:

- Call 911 immediately. Provide the following information:
 - Identify yourself
 - State "I have received a bomb threat."
 - Give your office location and extension.

REMAIN CALM!