



Incarnation Community Center
Facility Guidelines

One Body, Blessed, Broken, and Given.

The Incarnation Community Center (ICC) is reserved, primarily, for our religious and other related activities. In addition, the facility is made available to other Non-Profit Organizations for religious and/or charitable purposes that are consistent with our Christian beliefs and the policies of the Archdiocese of Los Angeles.

Reserving the Facility

1. All applications and certificates of insurance for facility usage must be made in writing and received at least two weeks before the requested date.
2. Facility usage is scheduled on a first come first serve basis.
3. No reservation is complete until the application is approved in writing.

Use of the Facility

1. Use of the facility is subject to all Safe Guard the Children guidelines, including the presence of at least two adults at all times when children are present.
2. Each use shall be for at least two (2) hours between 9:00 A.M. and 10:00 P.M. including the time necessary to set-up and clean up.
3. The facility must be returned to its normal condition and vacated by 10:00 P.M., because it is adjacent to a residential area.
4. This is a NO SMOKING facility.
5. This is a NO FIRE ARMS facility.
6. Each group shall appoint an adult liaison for coordinating all activities with Church staff on the day of the event. The group liaison will:
 - a. Upon opening, be responsible for obtaining keys. The keys must be retained by the liaison at all times.
 - b. During an event be present at all times and ensure that group members remain in assigned areas.
 - c. Upon closing, ensure that rooms are clean and vacate. They shall return the keys to the designated staff member.
7. Food and beverages are allowed, but no food must be left behind. In addition, serving of alcoholic beverages is strictly prohibited.
8. If any damages that occurs to the facility, equipment, or furnishings during an event, the group will be responsible for all costs to repair or replace.
9. Trash from an event shall be disposed in the outside bins, with the exception that excessive amounts of trash and hazardous material must be removed from the facility.
10. Parking at the facility is limited. All vehicles must be parked in marked areas. No vehicle shall block other vehicles or entrances and exits.
11. Restrooms are open to all groups using area adjoining them and must be kept clean.
12. In the event of an emergency, the group liaison call 911, then notify the parish staff contact.