



Incarnation Community Center Facility Guidelines

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 (Excluding Kitchen)

1. All applications and certificates of insurance for facility usage must be made in writing and received at least four 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.
4. Any changes or cancellation must be made 72 hours prior to event date. (*If not you may forfeit a portion of your deposit.*)

Use of the Facility (Excluding Kitchen)

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. Any person(s) working with minors must attend the *Virtus Training* & present a current certificate of completion at least 72 hours prior to event.
3. Also, any person(s) working with minors must have their finger prints taken & verified at least 72 hours before scheduled event at your own expense.
4. Each use shall be for at least one (1) hours between 9:00 A.M. and 10:00 P.M. including the time necessary to set-up and clean up. (*Special arrangements made be made at the time of scheduling if you require an earlier or later time.*)
5. The facility must be returned to its normal condition and vacated by 12 A.M., because it is adjacent to a residential area.
6. This is a NO SMOKING facility.
7. This is a NO FIRE ARMS facility.
8. NO OPEN FIRE shall be allowed. (This does not include grills or proper cooking carts.)
9. Each group shall appoint an adult (*21 & Over*) 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.
10. Food and beverages are allowed, but no food must be left behind. In addition, serving of alcoholic beverages is strictly prohibited.
11. 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.
12. 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.
13. Parking at the facility is limited. All vehicles must be parked in marked areas. No vehicle shall block other vehicles or entrances and exits. (PLEASE DO NOT PARK IN AREAS CLEARLY MARKED "STAFF PARKING.")
14. Restrooms are open to all groups using area adjoining them and must be kept clean.
15. In the event of an emergency, the group liaison call 911, then notify the parish staff contact.