

## Safety Regulations – St. Matthew Catholic Church (updated September 2018)

St. Matthew Parish strives to keep everyone safe while on our campus, both inside and outside of all our buildings. In an effort to ensure the safety of all to the fullest extent, the following procedures have been put into place that govern the measures we have taken to ensure security on our premises. This policy applies to all clergy, staff, volunteers, and those renting the church and/or hall.

- ✓ It is very important to know who is using the facilities to avoid conflicts and for everyone's safety. If you have to cancel a meeting or event, please make sure to contact the office so the schedule can be as up-to-date as possible. This will ensure that no one is locked out of a scheduled meeting time. This will also ensure that no staff member will be waiting to let a meeting head member in the building when the meeting was cancelled, but the office was not notified.
- ✓ **You are responsible for the building when you are using it.**  
**No one is ever allowed never to prop doors open when you are having a meeting.** There needs to be someone at the door to allow entrance for the members of your group. Make sure everyone has a phone number to call in case they arrive late and cannot gain entrance. Please remember there are offices and residences in the building.
- ✓ **At the end of the meeting, you are responsible for turning out all lights and making sure all doors are locked and properly shut.**
- ✓ Please have the members of the group leave together. No one should leave a meeting and walk to their car by themselves. Everyone should also use the same door as the entrance and exit. **No one under the age of 18 is allowed to be in any buildings by themselves.** They must stay with their parent or guardian at all times and wait during a meeting.
- ✓ **Elevators cannot be used by children unattended.** If the emergency call button is pressed and there is no real emergency, the Parish is fined \$50 for the false alarm call. If this happens, **the group present at the time is responsible for paying the fine.**
- ✓ **No one (volunteer or staff) should be in any buildings alone at any time for any reason, especially in the evening or when it is dark earlier in the Winter. If an exception needs to be made for a special circumstance, arrangements need to be made with the Parish office manager and/or staff in advance and has to be documented.**
- ✓ **When having an event in the hall, there needs to be someone in the vestibule to watch the parking lot and make sure all can enter without a problem.** Once the event has begun, the outside doors **must be locked** and a note left on the door. The doors from the vestibule into the church will be locked during events that are held in the hall. Once again, all should use one door; the doors to the vestibule on the Loch Raven side of the building. **All exit doors should be checked after an event in case any are left ajar. Two people must go around the entire section of the building that was used for rental to ensure that all doors (front, back, side) are**

securely closed, not just if they appear closed from a distance, including doors that are in the part of the building you were permitted to use while renting that may not have been used at all – they still need to be checked before the last person leaves the building. Each door from each set of doors must be checked to ensure that it is latched completely and securely.

- ✓ **\*\*\*\*IT IS NOW REQUIRED FOR ALL RENTALS TO HAVE A DESIGNATED PERSON TO WAIT AT THE SINGLE ENTRY DOOR THAT IS BEING USED FOR THE EVENT WHILE GUESTS ARE STILL ARRIVING TO ENSURE THAT THEY CAN ENTER SAFELY AND THAT NO DOORS ARE LEFT OPEN. DOORS WILL NOT BE UNLOCKED FOR EVENTS HELD IN THE HALL FOR GUESTS. THE PERSON AT THE DOOR MUST OPEN IT FOR EACH PERSON AND REMAIN BY THE DOOR UNTIL ALL GUESTS HAVE ARRIVED. IT IS AT RENTER'S DISCRETION AS TO IF THEY WOULD RATHER A) HAVE SOMEONE WAIT BY THE LOCKED DOOR TO ALLOW LATECOMERS TO ENTER AFTER THE EVENT HAS BEGUN FOR THE ENTIRE DURATION OF THE EVENT (OR SWITCH OFF TO DIFFERENT PEOPLE THROUGHOUT THE EVENT), OR SIMPLY POST A PHONE NUMBER ON THE DOOR AFTER THE EVENT BEGINS FOR LATECOMERS TO CALL TO GAIN ACCESS TO THE BUILDING BY SOMEONE ALREADY INSIDE PRESENT AT THE EVENT; OR B) SIMPLY PROVIDE A CUT-OFF TIME THAT AFTER THE STATED TIME GUESTS WILL NOT BE ALLOWED TO ENTER THE EVENT BECAUSE THEY WERE LATE. THIS POLICY WILL BE STRICTLY ENFORCED AND BREAKING ANY PART OF THESE PROCEDURES WILL RESULT IN A FINE, PENALTY, OR LOSS OF THE PRIVILEGE TO RENT THE HALL AND HOST EVENTS AT ST. MATTHEW.\*\*\*\***
- ✓ The buildings and grounds are monitored by 24-hour surveillance systems. We monitor the premises at all times to ensure safety procedures are being followed and the buildings are always secured. This includes those who are present in the buildings or on the property outside of the time(s) they are permitted to use and will be enforced on cameras.
- ✓ Anyone who violates this policy will no longer be allowed to host events in the facility.
- ✓ Anyone who is hosting a fundraising event must adhere to the Archdiocese's policy on finance collections and procedures. Anyone who violates financial policies and procedures will lose privileges to handle funds/host events. Violations of mishandling money can also result in other financial repercussions.

We need to be responsible in the use of our buildings so that all who use them can be safe. Thank you for your attention to these matters.