

## **SACRED HEART PARISH FACILITY USE POLICY**

Select parish facilities are available for parish-sponsored events as well as personal use by registered parishioners. Facility use should be for activities associated with sacramental events (i.e., baptism, marriage, funeral, first communion, etc.). Facility use for activities not directly related to a sacramental event may be approved at the discretion of the pastor or associate pastor. If you are interested in the use of the facilities, please complete the Facility Request Form that follows.

### **The following areas are available to reserve:**

- Church Hall (with or without kitchen access)
- St. Anthony Room
- Other areas as agreed by the pastor

### **Guidelines for use of Sacred Heart Parish Facilities:**

- Facility reservation by individual parishioners may be requested up to four months in advance. Reservation requests will be approved by the Parish Office based on availability. In rare instances, other parish events may take precedence and impact facility availability (i.e., funeral). In such a case, the parish will still make every effort to accommodate this facility use request.

- The reservation is considered complete upon written acknowledgement from the parish staff confirming receipt of the completed Facility Request Form and a \$100 non-refundable deposit.

- The Church Hall is not available when the church is in use (i.e., Mass times, weddings, and funerals).

- The reservation of any Sacred Heart facility is limited to registered members of the parish, 21 years of age or older.

- Those using the facilities are responsible for cleaning up and leaving the room in good condition. Guidelines will be sent along with confirmation.

- Keys can be picked up on the day of the event in the key box at the Parish Office. An email will be sent the day before the event providing the code for the key box. The key(s) must be returned immediately following the event to the key box.

### **Policy for Use and Care of Facilities Must be Observed:**

- Church facilities may not be used for commercial meetings or functions.

- Parishioners using the rooms must provide proper care and security for personal property as the church assumes no responsibility for lost or stolen items.

- The parishioner/group assumes responsibility for the actions of invited guests. Proper decorum should be maintained, as appropriate for a church facility.

- No nails, screws, or other permanent markers may be used on the walls of the building.

- No open flames or candles may be used for an event.

- Children shall be supervised at all times.
- **Facilities and equipment must be left in the condition in which they were found. Chairs, tables, and other property should be returned to their original locations. If the kitchen is used, the stove, oven, and water should be turned off, and the dishwasher emptied.**
- Any damage to building or equipment from misuse or abuse must be reported promptly to the Parish Office. The user or group shall be responsible for the cost of damages.
- Use of room or equipment other than stated in the original agreement may result in revocation of the privilege of using the facilities.

## FACILITY REQUEST FORM

Submission Date: \_\_\_\_\_

**Please provide the following information and return the form to the Parish Office for approval.**

Person making request: \_\_\_\_\_

Name of Group (if applicable): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_

Room Requested: \_\_\_\_\_

For the purpose of: \_\_\_\_\_

Approx. no. of people attending: \_\_\_\_\_ adults \_\_\_\_\_ children

Will you use the kitchen? ☐ Yes (\$100 non-refundable cleaning fee required) ☐ No

I/we understand and agree to the rules and policies set forth by Sacred Heart Parish as established in the Facility Policy. I/we agree to pay \$100 non-refundable deposit for the use of the facility. I/we accept responsibility for an additional custodial fee (minimum \$50) if the facilities are not left in accordance with the guidelines and policies set forth. It is my/our responsibility to pick up the facility key(s) and ensure their prompt return to the Parish Office upon completion of the event. I/we hereby release Sacred Heart Parish from any and all liability—past, present and future—arising from the use of the parish facilities. I have read and understand the policies stated in the Facility Use Policy on the reverse.

*--Revised Nov. 2024*