



COR GUIDELINES FOR USE OF THE FACILITIES

Christ Our Redeemer Catholic Church is a busy, vibrant faith community. In order for us to be good stewards of our shared space, the following guidelines were created.

These guidelines apply to all Christ Our Redeemer parish ministries, parishioners, parish and civic groups, programs, community organizations, and any private individuals or groups using Christ Our Redeemer church facilities. Please note that COR is a **smoke-free campus**; smoking is not permitted in any building or within 25 feet of any structure.

TO BE CONSIDERED A PARISHIONER when requesting use of the church or parish hall, the requesting party must be registered and actively participating in parish life, including recognizable tithing, for at **least six months prior** to the room rental request.

Facility use by individuals or families for celebrations associated with a sacrament, such as wedding receptions and rehearsal dinners, wedding anniversaries, baptisms, First Communions, and funeral receptions, receives first priority over all other requests. These events also require the purchase of diocesan event insurance in addition to the standard facility-use fee.

Children must be supervised at all times by adults present and MUST remain in same room where function is held.

ONLY FREE- STANDING DECORATIONS ARE PERMITTED. ABSOLUTELY NOTHING MAY BE ATTACHED TO THE WALLS.

Report any problems to the office staff (ie: broken appliances (large or small), damaged furniture, plumbing problems, etc.) as soon as possible.

FOR EVENTS FOR MINORS (Under 18 yrs. old):

Absolutely no alcoholic beverages are permitted for any adults in attendance. The required supervision ratio is one (1) chaperone for every six (6) minors, and chaperones must remain present for the entire duration of the event. This is a non-negotiable diocesan requirement.

Chaperones are responsible for remaining with the minors until each child has been picked up by parent or guardian. A list of the chaperons and minors attending must be submitted to the parish office at least three (3) business days prior to the event. Failure to provide this information will result in cancellation of the event.

SUBMITTING A FACILITIES USE REQUEST FORM

Follow these instructions for usage:

The PDF is an electronic fillable form. You must save it to your computer to be able to fill it out electronically. After filling it out, print it and drop it off at the parish office or email it to AO Seeman at secretary@cor.ptdiocese.org.

1. Facilities Use Request Forms

All groups/individuals are required to complete a Facilities Use Request Form

Rooms are assigned on a "first come, first serve" basis with the exception of liturgical events. The Pastor and Bishop have priority over all scheduled events. Facilities Use Request Forms must have the current date and the event dates. Reoccurring weekly/monthly events must have a beginning and ending date.

Only forms filled out completely will be processed. Any additions or changes must be submitted to the church office 24 hours in advance of events scheduled Monday through Thursday and by noon on the Thursday preceding an event scheduled for the weekend.

2. Set Ups:

Each room has a “standard setup.” In some cases the standard setup may be a clear floor. All ministries and groups are strongly encouraged to organize their own setup. Groups are welcome to change the setup if the standard setup does not suit their needs, however the room must be returned to the standard setup when the event is concluded.

3. Clean up:

Drinks and snacks should contain **NO RED DYE**, clean spills IMMEDIATELY with CLEAR WATER and notify office of any spills.

Remove all trash from the rooms used. Replace trash can liners (extra liners located in janitor’s closet). Take trash from your event to dumpster located on the north-east corner of buildings. Check all bathrooms – Empty trash (No used diapers are to be left in restrooms) CLEANING SUPPLIES, VACUUM CLEANER AND PLASTIC BAGS FOR TRASH CAN LINERS ARE LOCATED IN THE WORK/SUPPLY CLOSET.

4. Refreshments:

Coffee/water are available upon request.

5. Insurance Required:

Groups other than Religious Education, Youth Ministry, Pastoral Events and Parish Ministries are required to be covered by insurance. On-line Diocesan Insurance application is available at ptdiocese.org/riskmanagement. Minimum of two weeks advanced notice of your event is required to obtain an insurance rider from the diocese for an event. These forms must be completed and the required fees must be paid for the facility before the event will be scheduled on the calendar.

6. Liability:

The User is liable for any theft or damage to the premises or property, or both, arising from any negligence of User or User’s patrons, clients, friends, invitees, licensees, or others whom the User permits to come on the premises. Lack of supervision by the User of such persons who remain on the premises shall be considered negligence. The User shall hold the Church harmless from any liability due to any and all personal injuries sustained on the premises as a result of User’s use of the premises.

7. Release:

The User shall discharge, release, and hold harmless the Christ Our Redeemer Parish, Parish Pastor and employees, the Diocese of Pensacola/Tallahassee, the Bishop of the Diocese, and their successors and assigns from debts, claims, demands, costs, expenses, damages, actions, and causes of actions which User, User’s patrons, clients, friends, licensees, or others whom User permits to come upon premises, may now have or may hereafter have as a result of User’s use of the premises, whether arising from personal injuries, theft, property damage or any other cause whatsoever.