

Sacred Heart Parish Facility Rental Policy

- **Purpose:** The purpose of this policy is to standardize the method by which use of church facilities may be granted to individuals and organizations.
- **Spirit:** It is our intention that the church facilities be used to the greatest practicable extent to further the religious, educational, ministerial and social needs of the Sacred Heart Parish Community.
- **Guidelines:** This policy contains important information regarding the use of Sacred Heart Property including: the Parish Hall, the Fr. Shea Center, Church and Parish Office Kitchen and all Conference Rooms. It is imperative that you read and review the items listed. If you have any questions regarding the policy and its guidelines please contact the church at 508-947-0444.
- **Scheduling:** All scheduling must be done through the Parish Offices. Set-up and break-down time must be included in scheduling.

1. Parish Functions have priority over all other events:

- a. Liturgical Celebrations
- b. Religious Education
- c. Parish Ministries
- d. Parish Sponsored Groups
- e. Other

2. Application

To request facility usage you may fill out a schedule request from the parish website, call the Parish Office or fill out a form at the Parish Office. All requests must be made by an adult (>18) and must first be approved.

3. Fees and Penalties

Fees may be waived at the discretion of the pastor. Profit making groups will pay a minimum of \$25.00.

Rental Fees:

\$25/hour for Parish Hall & Fr. Shea Center

\$15/hour for Parish Offices/Kitchen and Rectory Conference Room

Fuel Penalty

\$100/offense plus loss of waiver and loss of privilege

Security Penalty

\$100/offense plus loss of waiver and loss of privilege

Janitorial Fee

\$40/hour (1 Hour minimum) plus loss of waiver and loss of privilege

A/V Equipment

If A/V equipment is broken or parts/cables lost, the cost to replace will be charged.

4. Indemnification Form and Liability Insurance

Individuals and organizations that are not parish sponsored must sign an Indemnification Form and provide certificates of insurance of \$1,000,000 liability.

5. Keys

Keys will be issued by the Parish and must be returned to the Parish Offices.

6. Smoking

Smoking is not permitted in or on Sacred Heart Property

7. Facility Set-up

- a. The set-up is the responsibility of the renting party. We ask that you call ahead to make arrangements for obtaining the proper keys and to discuss any special set-up issues.
- b. If a/v equipment is needed, please make arrangements well in advance as a/v equipment is shared among several buildings and groups.

8. Facility Clean-up

- a. Renting party is responsible for clean up of area: desktops and tables must be free from spills and craft materials; floor must be swept; chalkboards/whiteboards erased; all rubbish goes into the dumpster (located between the Parish Hall and Fr. Shea Center and in rear church parking lot), bathrooms checked etc. Perishables **must** be taken from the building.
- b. Parish Hall Kitchen and Parish Office Kitchen: Renting party is responsible for the complete clean-up of kitchen area. Countertops should be washed, ovens and microwaves should be cleaned, floors should be swept, trash should be placed in the outside dumpster, coffee machine(s) should be washed, wash and clean sinks and surrounding area. Do not leave excess food, condiments, or leftovers in the refrigerator or freezer without prior approval.
- c. Lights, exhaust fans, ovens, stoves, must be turned off, bathrooms should be checked for running water, lights, cleanliness, etc. Thermostats should be lowered and windows closed.
NOTE: Failure to lower thermostat will result in heating penalty billed at \$100 per offense. Repeat offenders may lose their waiver and the privilege to use Parish property.
- d. Please replace all parish equipment in the place where it was found. ALL parish equipment must remain within the parish, including, but not limited to: projector, VCRs, power cables, VCR/DVD cables, microphones, chairs, etc.
- e. Failure to clean-up properly will result in a cleaning fee charged to the renting party.
NOTE: Janitorial Fees will be billed at \$40/hour with a minimum of one hour charge. Repeat offenders may lose their waiver and the privilege to use Parish property.

9. Securing the Facility

Please double check all exterior doors to be sure that they are shut and locked properly.

NOTE: Failure to secure building will result in a loss of waiver and the privilege to use Parish property.

I have read these guidelines and will abide by them:

Signature: _____ Printed Name: _____ Date: _____

Group: _____ Phone: _____

Billing Information:
(please print)

Name: _____ Telephone: _____

Address: _____
