

HALL USE FORM

TODAY'S DATE:

DATE REQUESTING: _____ ALTERNATE DATE: _____

TIME (from): _____ (to): _____

GROUP NAME: _____

EXPEXTED NUMBER OF PEOPLE: _____

CONTACT PERSON(S): _____

PHONE NUMBER: _____
(Daytime) (Evening)

REASON FOR USE: _____

APPROVED BY PASTOR: _____

DATE: _____

COMMENTS:

August 19,2009

TERMS *AND* CONDITIONS FOR THE USE OF THE PARISH HALL

A) PRIORITIES:

1. Big Parish Events Meetings
2. St. Philomena School
3. Religious Education Program
4. Liturgical & Spiritual Formation
5. Parish-Sponsored/Approved Prayer Groups
6. Outreach Programs
7. Sacramental Celebration-Related Functions -Baptisms
 - Weddings
 - Anniversaries
 - Funerals

B) CONSIDERATIONS

1. No civic organizations or political group meetings.
2. Parking Space, especially on Saturdays (traffic due to REP, Weddings, Baptism, Funerals, Quinceneras, Vigil Masses) and on Sundays, (traffic due to our 8 masses with only Half an Hour break in between, is to be kept in mind in the application.
3. Facilities limited - two bathrooms, deficient chairs and tables: No Kitchen.

E) RENTAL FEE

FOR THE USE OF THE HALL AFTER TAKING INTO ACCOUNT ITS CONDITION:

FIRST THREE (3) HOURS (Minimum) == \$400.00

AFTER THE THIRD HOUR == \$ 75.00 every extra hour

PLUS

TABLES AND CHAIRS TO SET-UP AND PUT BACK \$250.00

D) CLEANING OF THE PARISH HALL

1. Setup of tables and chairs will be done by a Cleaning Crew.
2. The Cleaning Crew will put back the tables and chairs as well as clean the hall.
3. Trash bags and cleaning instruments are to be taken care of by you or your group.
4. Trash on the outside of the Parish Hall must be cleared.
5. All trash bins must be emptied into the dumpster outside, (Annex side, and if full, the school side)

E) CONDITIONS

- 1. NO ALCOHOL ON CHURCH PROPERTY OR IN THE PARISH HALL.**
- 2. NO LOITERING ON OR AROUND THE CHURCH GROUND.**

F) **NOTE**

The Parish Hall is free of charge for the: St. Philomena School, REP, RCIA, Confirmation, Bereavement, Liturgy and other parish ministries.... And for PARISH EVENTS (events open to all parishioners.)

Parish Organizations and other groups wanting to use the Parish Hall can rent it with the designated fee.

If you have children present in the hall, always make sure that they are properly supervised and escorted at all times.

Please sign if you agree to the terms and conditions:

Signature

Date

Print Name

Phone#