

IMMACULATE HEART OF MARY CHURCH PARISHIONER'S USE OF PARISH HALL/RECTORY POLICY

POLICY INTENT:

It is the intent of this policy to allow parishioners and their families to use the Rectory meeting rooms or Parish Hall for one-time or non-recurring events, subject to availability.

PROCEDURE:

1. A written request for use shall be made on a per use basis, to the Pastor or Administrator, with as much notice as possible. Church use shall take precedence over any request.
2. A responsible person shall be identified in the written request.
3. Preparation and setting up of the space will be coordinated through the Pastor or Administrator.
4. Catering of food and beverages or òpot luckö dishes may be necessary due to lack of adequate church appliances. Oven and refrigerator space is limited, so food should be brought and held òhotö or òcoldö for sanitary reasons.
5. Church dishes and silverware are available for use if necessary, but must be washed and put away after use. Paper products and other disposable items must be provided by the responsible party.
6. On the day reserved, the Parish Hall will be available from 7:00 am until 10:00 pm and the Rectory meeting rooms will be available from 7:00 am until 9:00 pm. The responsible person must insure that cleanup is completed immediately following the event but no later than 9:00 pm for the Rectory or 10:00 pm for Parish Hall.
7. The Pastor or Administrator may require an initial cleaning charge deposit. A cleaning charge will be assessed to the responsible person if cleaning is not completed to the Pastor's or Administrator's satisfaction.
8. Smoking is not permitted in the Parish Hall or Rectory. Alcoholic beverages are not permitted in church buildings or on church grounds.
9. Pins, tacks, nails or glue must not be used where they will touch walls, woodwork or floors. All decorations must be removed during cleanup.
10. Areas other than those specifically reserved are considered òoff limitsö to the group.
11. Thermostats are not to be adjusted.
12. FREE WILL DONATIONS ARE WELCOME AND ARE GREATLY APPRECIATED.