

# FACILITY USE/RENTAL POLICIES

## FACILITIES

Anyone/Ministry desiring to use church facilities for any reason must contact parish office. This is necessary for scheduling.

## EQUIPMENT / FURNITURE

Equipment and furniture belonging to Holy Name Parish shall not be taken from the facilities for any use other than church functions. Using church furniture and equipment for church functions still requires permission and must contact parish office.

## PROCEDURES REGARDING USE OF CHURCH FACILITIES

1. Only parish ministries and organizations preapproved by Pastor are able to use church facilities.
2. All meetings/activities must be scheduled with the parish office.
3. Certain rooms available for meetings may require the attendance of an employee.
4. A bereavement meal will always have priority over anyone using the parish hall.
5. Use or possession of intoxicants and/or narcotics in church facilities or on church property is prohibited. Smoking is not permitted in church facilities.
6. No church facilities shall be used after 11:00 p.m. unless approval has been granted.
7. Adequate adult supervision and sponsorship is required of all groups using church facilities.
8. No equipment, material, or supplies shall be removed from the facilities.
9. Persons or organizations using church facilities shall be responsible for ALL SETUP and CLEANUP
10. Holy Name Parish and employees will assume no responsibility for personal properties left on church premises.
11. All organizations or groups seeking use of church premises must designate an individual who shall be held responsible for the group or organization.

## PROCEDURES REGARDING RENTAL OF CHURCH FACILITIES

1. The facilities available for individuals to rent are St. Margaret Chapel and the Parish Hall.
2. The facilities can be rented by registered parishioners and organizations approved by the pastor.
3. The Parish Hall can only be rented for Holy Name wedding rehearsals.
4. St. Margaret Chapel can be rented for retreats, seminars or organizational meetings. Registered parishioners may also rent Sr. Margaret Chapel for functions such as: bridal or baby showers, family dinners/celebrations, and receptions. No dances will be allowed, nor will a party with active games. The premises will not be used for sales ventures.
5. Both Parish Hall and St. Margaret Chapel require a fee, a refundable deposit and a signed contract.
6. **No date will be promised nor held without signing the contract.**