



FACILITY USE REGULATIONS

1. Facility request form along with additional applicable requirements (diagram, bond, etc.) must be submitted to communications@sdccatholic.org at least two weeks before the proposed date(s) of activity (the earlier the better to confirm availability). Request for large groups involving 50 guests or more people must be submitted at least 30 days in advance. A response to your request will be given in a timely manner.
2. The person listed on the reservation is responsible for the condition of the facility, for the supervision of the participants (especially minors), and for the behavior of any spectators.
3. Use of parish facilities is limited to the areas listed on the reservation. The proposed activity must be appropriate for the facility requested.
4. The user of the facility is responsible for returning the facility to the condition in which the user found it. If the activity requires special custodial support or other personnel costs, the user will be financially responsible. This will be covered by their bond. A diagram of the parish hall is attached to facilitate the set-up needs of your group.
5. Facility supplies and equipment are generally not available for public use unless permission is granted in writing. For example, users of facilities should bring their own plates, cups, serving dishes, coffee, serving containers, etc.
6. AV equipment (mics, overhead projector, screen, etc.) must be signed out from the receptionist when borrowed and signed in with the receptionist when returned.
7. Members of the public may not store materials in parish buildings unless permission is granted in writing. Santiago de Compostela is not responsible for the loss of personal items on church property.
8. As part of the clean up after your event, your ministry/organization is responsible for removing the trash from the room in the bag(s) provided. Please do NOT remove the trash cans from the room; only the bags are to be taken to the large bins outside. Chairs are to be stacked up against the walls in groups of 10.
9. Tobacco and E-cigarette use is NOT permitted inside any of the parish buildings or on the parish grounds.
10. Special written permission is required from the Pastor if alcoholic beverages will be served at an "adult only" event. NO alcohol is to be served if minors are present – NO EXCEPTIONS. This is a Diocesan policy, as well as, the parish policy.
11. A notice of cancellation is required at least two days in advance or the user/ministry will be charged their bond.
12. A refundable Maintenance and Cleaning bond is required for facility usage and is to be renewed every six months at the expiration of your bond check. Bond rates are as follows:
 - **\$100** for parish ministries (those listed in our Ministry Brochure); this must accompany your 2017/2018 facility request. This MUST be received prior to your event(s) being placed on the parish calendar.
 - **\$200** for organizations outside our parish (Home School program, Al-anon, etc.). Your events will not be scheduled until your bond is received.
 - Your bond will be returned once it is verified that your ministry or organization has left the facility in good order and in the condition in which it was turned over to you.
13. For those wishing to use our facility for a Funeral reception, meeting venue, etc. a **\$200 donation is suggested**. This will cover the use of tables, chairs, tablecloths, and laundry after the event.
14. Facility users may not transfer their reservation privileges to others.

Parish regulations also contain the following provisions:

The applicant and/or organization agrees to assume all responsibility for damage or liability of any kind and further agrees to hold harmless Santiago de Compostela Parish from any expense or costs in connection with the use of church facilities under this agreement. They are also responsible for the direct supervision and safety of minors attending their event. Failure to comply with facility use regulations is cause for revocation of reservation.

I have read the Facility Use Regulations and I agree with its terms:

Signature

Date