

**FACILITY REQUEST FORM**

To request the use of any of the facilities on the St. Joseph Catholic Church & School campus, please complete all fields below. This form must be submitted thirty (30) days prior to requested dates.

**Person Requesting Use of Facility:**

Name: \_\_\_\_\_ Affiliated Group: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Type of Special Event (Example: Wedding reception, Anniversary party, Banquet, Meeting, Etc.)

\_\_\_\_\_

Requested Day, Date (e.g. Monday, 06 June 2010): \_\_\_\_\_

Event Start/End Time(s): \_\_\_\_\_

Set-Up Start Time(s): \_\_\_\_\_ Clean-Up End Time(s): \_\_\_\_\_

Approximate Number of Participants: \_\_\_\_\_

Do you plan to serve food or beverages? \_\_\_Y \_\_\_N Do you plan to serve alcohol? \_\_\_Y \_\_\_N

Do you plan to hire a caterer or alcohol provider? \_\_\_(Y) \_\_\_(N) If so, please explain: \_\_\_\_\_

\_\_\_\_\_

**FACILITY REQUESTED:**

**SHOOK CENTER**

Library (Front) Room \_\_\_\_\_

Meeting (Back) Room \_\_\_\_\_

**SCHOOL**

Library/Meeting Space \_\_\_\_\_

Playground/Field Area \_\_\_\_\_

**HALL**

Meeting Area \_\_\_\_\_

With Kitchen \_\_\_\_\_

**CHURCH**

Nave \_\_\_\_\_

Vestibule \_\_\_\_\_

Entryways \_\_\_\_\_

Note: The Diocese of Charleston requires that for a non-parish-related event, there is a Special Events insurance coverage binder to be obtained. This coverage is a cost to the requestor. The current rate for coverage is \$120.00 per event and is subject to change. There are also a diocesan form and a liability waiver that must be filled out and filed with the Diocese.

**OFFICE USE:**

Date Received: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Facility Request Approved By: \_\_\_\_\_

Title/Department: \_\_\_\_\_ Input \_\_\_\_\_ Filed by Date \_\_\_\_\_

## St. Joseph Catholic Church & School Facility Use Policy

All facilities of St. Joseph Catholic Church & School (SJCCS) exist to aid in fulfilling the mission of SJCCS. This **Facility Use Policy** is intended as a guide to members of our community on the use of parish facilities.

1. Approval of facility requests will be on first-come, first-serve, basis in the following order of priority:
  - A. Church services
  - B. Education
  - C. Parish Ministries/Parish Organizations
  - D. Affiliate Organizations
  - E. Parishioner direct personal use
  - F. Catholics from another parish direct personal use
  - G. Approved Non-Parish Charitable or Community Service Organizations
2. Non-parish events (uses other than A-D) will be subject to a fee of \$120.00 for insurance purposes.
3. SJCCS reserves the right to reschedule, as needed, even approved uses of facilities.
4. SJCCS has the right to exclude any person(s) from any or all areas without prior notice. Authorization to use facilities *does not* constitute a contract and may be revoked at any time.
5. Use of any or all parts of a facility is restricted to the purpose for which the Facility Manager authorized its use. Facilities may not be used for any other purpose without submitting a new Facility Request Form.
6. Requests for use of facilities at SJCCS must be made at the Parish Office in writing on the request form designated by the Facility Manager. Authorization to use any part of the facility or grounds shall apply only to the person or organization to whom such authorization was granted, and may not be extended to any other person or organization.
7. All persons or organizations using any part of any facility at SJCCS are responsible for the conduct of those persons or members attending the meeting, function, or event (including during any setup or cleanup periods) and shall insure that all persons comply with all laws of the United States and the State of South Carolina, as well as ordinances of the city and county of Anderson, SC.
8. All persons occupying or using any of the facilities shall take all steps necessary to ensure the premises are kept clean and generally cared-for during the use or occupancy of the facilities. The facility must be returned to the same condition in which it was occupied. This will include, at a minimum, sweeping the floor surfaces, kitchen cleanup if applicable, trash removal from the building to the dumpster, wipe down of all surfaces or tables used, completion of a Facility Use Checklist (located in each facility), and any additional instruction provided by the Facility Manager. Any damage occurring during occupancy must be immediately reported to the Facility Manager. Arrangements must be made for repairs caused by misuse of the facilities.
9. All facilities at SJCCS are designated as Non-Smoking facilities. Smoking is only permitted outside the building being used; please use the ashtrays provided.
10. No one may use nails, tacks, screws, wires or tape on the walls, ceilings, or floors of any building.
11. Safety equipment or devices shall not be tampered with or circumvented for any purpose. Hallways and doorways shall not be obstructed or blocked and must remain clear at all times.
12. All equipment or materials brought onto the facility must be cleared with the Facility Manager prior to delivery or use within the facility. Such materials or equipment must be removed at cleanup. Such permission shall not obligate SJCCS to care for any such equipment or materials. Any items left at a facility after cleanup will be disposed of at the discretion of SJCCS.
13. Keys, if necessary, may be requested from the Parish Office. Keys will be issued only during normal business hours and must be returned to the Facility Manager by the next business day.
14. Failure to comply with all rules, or any misuse of the facilities may result in the revocation of the privilege to use the facilities or the requirement of a security deposit prior to any future use, or the imposition of such other restrictions as the Facility Manager deems prudent to prevent any further noncompliance or misuse.

Catering & Alcohol Policies May Be Found Online at [WWW.SJCCS.NET](http://WWW.SJCCS.NET)

**I have read and understand the forestated policy concerning facility usage at SJCCS.**

Requestor's Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_