

**ST. CHRISTOPHER'S PARISH  
GUIDELINES FOR USE OF  
HALL AND CLASSROOMS**

1. Use of the Hall or a Classroom for a private event or community group activity is reserved for registered parishioners and to community organizations with a registered parishioner as a member. The Conference Room will not be rented.
2. Use of the Hall or a Classroom for a commercial venture for profit or political event will not be allowed.
3. Reservations of the Hall or a Classroom are made on a first come, first served basis by the registered parishioner through the Rectory Secretary. Parish committees, such as Christian Formation, Parish Family Life, Liturgy, etc., have priority scheduling.
4. Regardless of the number of people in attendance or the timeframe for the function, a \$50.00 security deposit will be requested of the registered parishioner upon approval of the reservation by the Pastor; \$30.00 for use of a Classroom. Parish committees are exempt.
5. \$25.00 of the security deposit for the Hall and \$15.00 of the security deposit for the Classroom will be refunded to the registered parishioner by the Rectory Secretary within two weeks following the event. Refund will be based on a completed and certified Inspection and Cleaning Form. Retaining half the cost of the security deposit will help the Parish absorb the costs of maintaining these high traffic areas.
6. There will be a one-time \$100.00 security deposit for use of the Hall or Classroom for community groups utilizing the area on a recurring basis. The security deposit will be rolled over to the following year. \$50.00 of the security deposit will be refunded to the registered parishioner by the Rectory Secretary within two weeks after notification that the rented space is no longer needed.
7. Security deposits may be waived at the discretion of the Pastor.
8. Forfeiture of refunded security deposits includes minor damage to furniture, appliances, carpet, etc. Charges of actual costs will be incurred on major damages.
9. The parishioner using the Hall or a Classroom must read and sign the User Agreement prior to use of the area. In addition, the registered parishioner will be asked to complete an Inspection and Clearance Form after the event and submit to the Rectory Secretary. Completion of the form does not apply to groups using the space on a recurring basis.
10. Users must abide by the timeframe for the event and the event must be confined only to the rented space and not overflow to other common areas.
11. Smoking is prohibited in all areas within the Parish Center. Alcoholic beverages may be served.
12. All users must be aware that on a rare occasion, their date may be changed for a parish function or a post-funeral gathering. The Rectory Secretary will provide as much advance notice as possible to the user.

**INSPECTION AND CLEARANCE FORM**

**SECTION A (To be completed by the Rectory Secretary)**

Date of Request: \_\_\_\_\_

User: \_\_\_\_\_

Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Timeslot: \_\_\_\_\_

Area Rented: \_\_\_ Hall \_\_\_ Kitchen \_\_\_ Classroom (St. \_\_\_\_\_)

**SECTION B (To be completed by Registered Parishioner)**

1. Was the space clean and orderly *prior* to your Event?

Yes                      No

Comments:

3. I attest that the (circle those that apply) Hall / Kitchen / Classroom was left clean and orderly *after* my Event.

Please Sign: \_\_\_\_\_

**Thank you! Please return this form to the Rectory Secretary.**

**SECTION C (To be completed by Parish Custodian)**

Refund of Security Deposit Granted

Yes            No

Comments:

**SECTION D (To be completed by Rectory Secretary)**

Date refund sent to registered parishioner: \_\_\_\_\_

**ST. CHRISTOPHER'S PARISH HALL**

**USER AGREEMENT**

1. A \$50.00 security deposit is payable upon approval of this agreement by the Pastor. \$25.00 of the security deposit is refundable within two weeks after the event, based upon a completed and certified Inspection and Clearance Form.
2. In order to receive a half of the security deposit refund, the user must attest to the cleanliness of the Hall and Kitchen (if used) on the Inspection and Clearance Form prior to and after use. The Rectory Secretary will provide this form to the user.
3. If the registered parishioner is in need of an orientation of the Hall (to know where the lights, cleaning supplies are located, etc.), they are to advise the Rectory Secretary so that an orientation can be scheduled during regular business hours with the Parish Custodian.
4. The Hall and Kitchen must be returned in the condition it was found, i.e.,
  - Tables/chairs wiped down and returned to original location.
  - Floors moped/swept if needed.
  - Kitchen counters wiped.
  - Reusable utensils may be used and must be left cleaned, dried, and returned to proper location.
  - All trash must be placed in the dumpster located next to the Rectory garage.
  - All lights turned off.
  - Keep fans turned on.
5. The user must supply all food, beverages and disposable paper goods and utensils. The refrigerator may be used on a temporary basis and items must be labeled. Do not disturb parish supplies and do not leave any food or beverage after your function.
6. The user will advise the Rectory Secretary if they require the services of the Parish Custodian to assist in moving furniture in a special arrangement for the event.
7. Individuals must stay confined to the Hall and not overflow to the foyer or other common areas.
8. Use of the Hall is at your own risk. St. Christopher's Parish is not responsible for any personal injury or loss of any personal equipment or supplies.
9. The user is financially responsible for any damages to the Hall, Kitchen (if used), or equipment.
10. Scheduled Parish functions supersede any/all requests for private use of the Hall.

The following are not allowed under any circumstances:

1. Changing the setting on the heat or air conditioning thermostats.
2. Use of candles.

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I have read and agree to the above terms for use of St. Christopher's Parish Hall.

Name of Parishioner (Print): \_\_\_\_\_

Signature of Parishioner: \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Approval by Pastor: \_\_\_\_\_

Date: \_\_\_\_\_

**ST. CHRISTOPHER'S PARISH CLASSROOMS**

**USER AGREEMENT**

1. A \$30.00 security deposit is payable upon approval of this agreement by the Pastor. \$15.00 of the security deposit is refundable within two weeks after the event, based on a completed and certified Inspection and Clearance Form.
2. In order to receive half of the security deposit refund, the user must attest to the cleanliness of the classroom on the Inspection and Clearance Form prior to and after use. The Rectory Secretary will provide this form to the user.
3. Groups using a classroom must not disturb supplies used for the religious education program, such as paper, pencils, etc.
4. The classroom must be left orderly with the furniture arranged as it was found.
5. If food/beverages are consumed, tables must be wiped down and floor vacuumed if necessary.
6. Before leaving, close window blinds, turn off lights, and close classroom door.
7. All trash must be placed in the dumpster located next to the Rectory garage.
8. Individuals must stay confined to the rented classroom and not overflow to the other common areas
9. Use of the Classroom is at your own risk. St. Christopher's Parish is not responsible for any personal injury or loss of any personal equipment or supplies.
10. The user is financially responsible for any damages to the classroom, furniture, or equipment.
11. Scheduled Parish functions supersede any/all requests for private use of the classrooms.

The following are not allowed under any circumstances:

1. Changing the setting on the heat or air conditioning thermostats.
2. Use of candles.

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I have read and agree to the above terms for use of a St. Christopher's Parish Classroom.

Name of Parishioner (Print): \_\_\_\_\_

Signature of Parishioner: \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Approval of Pastor: \_\_\_\_\_

Date: \_\_\_\_\_