St. Francis of Assisi
Terms and Conditions of Using Parish Facilities

- Use of St. Francis of Assisi facilities is for parish organizations and/or parishioners only.
- Parish facilities are not available on holidays and Holy Days of Obligation when the parish and/or school offices are closed unless arrangements are made in advance for keys and access.

Maintenance
- There will not be a maintenance person to assist with your event, unless specifically requested (if requested, please complete the maintenance request form at least 2 weeks prior to your event). There will be a fee associated with this (approximately $25/hour with a minimum of 2 hours). Otherwise, your organization is responsible for set up, clean up and tear down. Clean up includes trash pickup, wipe up and tear down. Please bring your own cleaning supplies.

General Procedures
- Please cover any tables if you plan on using markers, paint, glue or glitter.
- No tape is allowed on the walls.
- Leave the room the way you found it, and collect all trash and haul it to the dumpster by the concession stand.
- Turn off lights and lock doors.
- If moving tables, use 2 people to carry them. Do not drag the tables or chairs. It breaks the legs and scratches the floor.
- Remove all food and beverages; no food is ever to be stored.

Facility Keys
- If keys are necessary, they may be obtained from the rectory during normal business hours (M-F 8-12, 12:30-4:30).
- Keys must be returned immediately after use. You may drop the keys in the mail slot at the rectory.

Alcohol and Smoking Policy
- St. Francis of Assisi is a non-smoking facility. Alcohol and smoking are prohibited inside parish and school facilities. Alcohol is only permitted with parish approval and the purchase of an appropriate municipal alcohol license.

Misuse of terms and conditions will result in the forfeiture of future use of the facilities.

I have read and understand the policies for use of parish facilities and agree to adhere to the same.

Printed Name_____

Signature_____   Date_____

E-mail_____   Phone_____

Checklist for requesting facilities (please ensure all appropriate documents are returned)
 _____Facility Request _____Terms and Conditions _____ Maintenance Request (if applicable)