



St. Elizabeth Ann Seton Catholic Church

Facilities Usage Agreement

Our Parish Mission embodies coming together as a community to further the mission of the Catholic Church for the greater glory of God. These facilities have been built by the generosity of our parishioners to be used by our members to fulfill the work of Jesus and build up our faith community. It is expected that any party who uses our facilities will respect our parish community by taking responsibility for ensuring the space is left in proper condition for others.

Anyone (SEAS Ministry/Organization or parishioner) wishing to use any parish facility must complete an Event Request Form. Request must be approved and Facilities Usage Agreement signed before the meeting or event is placed on the parish calendar. Hall reservations for personal use are only for registered parishioners of St. Elizabeth Ann Seton Church and must be made one month in advance in order to process the Diocesan Insurance Policy.

Fee Schedule (applicable only for parishioner event reservations):

All fees must be paid prior to event

- \$125 Diocesan Insurance Policy
- \$100 Rental Fee for events lasting longer than 2 hours
- \$50 Kitchen Use Fee
- \$50 Fee for Personnel to be present to open, close and arm the facility
- \$250 Rental Fee for events lasting longer than five hours or if preparation and event time exceed five hours
- \$250 Deposit (Refundable) per event

General Use Guidelines:

- Events (including set up and cleanup) will not take place during Mass times (including weekday), unless prior arrangements have been made with staff
- All events must end by 10:00 PM
- Setting up and taking down tables and chairs is the responsibility of the parishioner/organization utilizing the hall
- Children under age 18 must be supervised at all times, including while on the grounds and should not be operating any kitchen appliances unless under direct supervision of a responsible adult
- For personal events; table coverings, paper products, coffee, tea and other condiments are to be provided by the renter
- Recycling is highly encouraged. Glass, aluminum, cardboard and acceptable plastics should be rinsed and placed in the marked receptacles. PLASTIC BAGS AND STYROFOAM CANNOT BE RECYCLED
- No nails, thumbtacks, or adhesive (unless painters or Frog Tape) are to be used on any surface to include walls
- Nothing is to be hung from the ceiling
- Events are limited to the space that is assigned. Staff offices are strictly off-limits unless accompanied by a staff member
- The use of worship spaces for activities other than parish Masses and staff led activities must be approved
- **No food or beverage is to be served in the worship spaces-this includes the gathering space**
- No rice, bird seed, flower petals, confetti, etc. is to be used inside or outside anywhere on the premises
- There is absolutely no smoking or vaping inside any building on the parish grounds
- If alcohol is going to be used, all proper permits must be obtained. State law prohibits supplying alcoholic beverages to anyone under the age of 21. The host must accept responsibility for the condition of anyone leaving the premises at the conclusion of the event

Clean Up and Closing Checklist:

- Wipe down tables and chairs
- Sweeping floors/mopping up spills if needed
- Communicating any problems with the Parish Staff
- Restore facility to original layout (putting tables and chairs back as necessary)
- Remove all personal items
- Ensure that all kitchen appliances to include stove, coffee pot, warmer and microwave are off and clean
- Clean, dry and put away all dishes, utensils, carafes, pitchers etc.
- Wash all counter tops and work areas
- All sinks should be clean and free of dishes and debris
- Food and beverages brought in for an event must be removed from the kitchen, refrigerator and freezer when the event is over, unless prior arrangements are made with office staff. Items left behind must be labeled with organization/ministry name and date. Unlabeled items will be donated or discarded.
- Serving pieces, dishes or other personal items brought in should be taken with those who brought them. Any items remaining here after 3 days are considered to be donations
- Take all trash out to the dumpster and replace garbage bags
- Ensure recyclable materials are in the provided bins
- Turn off all lights
- Reset thermostats
 - See stickers on Thermostats for temperature settings
- Check all restrooms (two by the kitchen and two in the side room-parish hall, bathrooms in gathering space & in hallway behind altar)
 - Ensure all toilets are flushed and not running
 - Faucets are turned off
 - Trash is in appropriate receptacles (no soiled diapers are to be left overnight)
- If staff is required to lock up ensure that the parish representative is there to
 - Arm the building
 - Securely close and lock all exterior doors
- If a key holder is able to close the building parishioner/organization is responsible for
 - Arming the building
 - Securely closing and locking all exterior doors

If at any time you find the area you are using in unsatisfactory condition or if repairs are needed, please take photos and submit them with the details to the Parish Executive Assistant cjohnson@seaschurch.net

I/we agree to the above guidelines and responsibilities and understand that if the above is not met it will be my/our responsibility to make it right, pay for any damage and that failure to do so or violate any of the church or Diocese of Raleigh policies will forfeit my right to utilize the facilities of St. Elizabeth Ann Seton Parish in the future.

Event Coordinator or Renting Parishioner Signature:

_____ Date:_____

Signature of staff member that inspected after event: Satisfactory _____Follow up required_____

_____ Date:_____

Security Deposit Received \$_____ Date:_____ Cash___ Check___ By:_____