

Saint Isabel Parish Hall or Church Kitchen
Usage Rules and Regulations

Saint Isabel Church offers facilities for religious and educational and fundraising functions. In order for the Parish Hall at Saint Isabel Church to fulfill its objective as a community gathering place for parish religious education, funerals, and groups, rules are required to assure prudent management of this facility.

The items listed below are not necessarily an all-inclusive list of rules governing operation of the parish hall or church kitchen, but represent the significant rules for scheduling and usage, and are subject to change at the discretion of the Priest in Residence or the Business Manager.

1. **Reservations** – All Saint Isabel Church Parish Hall or Church Kitchen reservations are made through the Parish Office, 239-472-2763. **Parish funerals and religious education take precedence** and may require the use of the facility prior to a scheduled event. Requests should be made a **minimum** of two weeks in advance of the use of the Parish Hall. When a request is made for a particular date, space will be reserved on the Parish Hall or Church Kitchen calendar on a first-come, first-served basis.
2. **Charges for Use** – Stewardship of this facility requires our attempt to balance the operating and depreciation costs. There is no charge for parish groups. However, use of the hall must be arranged ahead of time with the Parish Office. Approval is considered when all the necessary forms are completed, returned to the parish office, and reviewed.
3. **Event Preparation and Cleaning** – Tables and chairs are provided by the parish. (A checklist is provided) No other furnishings or equipment are to be brought on to or in the premises without the approval of the parish office. At the conclusion of the event, the Group Representative shall leave the Parish Hall and or Church Kitchen clean and in the order in which it was found.
Group Representative is responsible for clearing and wiping down tables, utensils, sinks and counters in the kitchen and carrying garbage to the garbage containers. If church linens are used the Group is responsible for laundering and returning the linens in a timely manner to the parish office.
4. **Decorations** – Only freestanding decorations will be allowed in the Parish Hall. No tape, glue, staples, tacks, pins or other fixatives will be allowed to anchor decorations. Masking tape or painters tape may be used to attach coverings to tables. Tabletop candles are allowed. All decorations must be removed from the parish hall at the conclusion of the event. Rice, birdseed, confetti throwing, soap bubbles, and silly string inside the hall are prohibited. **Ceiling tiles are not to be lifted and no items or decorations of any kind are to be attached to the ceiling, windows, light fixtures, or the walls.**
5. **Kitchen** – The kitchen is available for use by the Group with the following provisions: all food must be catered in or be of the type that requires minimal preparation. No cooking in the kitchen. Ovens may be used to keep food warm before serving. Refrigerators can be used to keep food or drink cold. Large coffee pot is available if needed. Caterers must provide their own equipment. Garbage is to be placed outside in the garbage dumpster. Leftover food/beverage from approved event shall be removed from the refrigerator and freezer.
6. **Appropriate Functions Only** – The appropriateness of a proposed event for the facility will be left to the judgment of the Priest in Residence and a decision will be reached within one week. As a condition of using the parish hall and the church, it is a requirement that the Priest in Residence be provided a full description of the activities proposed by the Group. All prospective Groups should be aware that the Church and the use of the Parish Hall are to be used only for events that are consistent with the moral standards and teaching of the Catholic Church.
7. **Fire Alarm** – If the fire alarm is set off unnecessarily and the fire department is dispatched, the Group may be required to pay the fire department service charge. If the fire equipment is damaged, the Group will be required to pay for the repairs. Artificial smoke and dry ice are not allowed in the Parish hall as they may activate the fire alarm. If the fire alarm sounds everyone must vacate the building immediately. No one may re-enter the building until the fire security officer has inspected the building and declared it safe. In case of an emergency call 911.
8. **Entrance Doors** – All entrance doors to the Hall must be kept closed. Open doors prevent the computerized controls of the air handling equipment from working effectively.
9. **Proof of Insurance/Diocesan Insurance Program** – All Groups must comply with the rules of the Diocesan Insurance Program.

Please sign and date below indicating that you read the Rules and Regulations for using Saint Isabel Parish Hall and/or Church.

_____ Name

_____ Date

ST. ISABEL CATHOLIC CHURCH FACILITIES USE AGREEMENT

Date of Event _____

Space Requested: Parish Hall Church Estimated Number of People _____

Group/Organization _____

Contact Person _____ Contact Tel. # _____

Contact Address _____ Contact City/State/Zip _____

Purpose of use _____

Description/outline of meeting/agenda _____

Will there be a special speaker at meeting? Yes No

Has the speaker been approved by the parochial Vicar? Yes No

“Point Person” for clean-up _____ Tel. # _____

Hours requested from _____ to _____ Set-up Date/Time _____

Equipment Requested (Equipment or items brought into the facility must have prior approval of the Facilities Coordinator.)

DVD/TV _____ Overhead Projector _____ Screen _____ # Tables (Round) _____ # Round Table Cloths _____

Tables (Long) _____ # Long Table Cloths _____ # Table Skirting _____ # of Chairs _____

Sound System _____ Microphone _____ Bun Coffee Maker _____ Urn Coffee Percolator _____

Reg. Coffee _____ Decaf Coffee _____ Creamers _____ Other * _____

This usage agreement, its rules, regulations, and checklist are subject to change. In order to guarantee the above date, this agreement must be returned to the parish Business Manager. A minimum of two (2) weeks prior to the actual event date. Please return this agreement with the Rules and Regulations agreement and a copy of the description and outline of the event.

FOR GROUP USE

The point person for this meeting or event should make sure the Parish Hall and Kitchen are left clean.

PARISH HALL AND KITCHEN

clean-up checklist:

- Dishwasher (Turned Off and all dishes or utensils removed and properly put away)
- Remove any food from sinks and dishwasher drains
- Coffeemaker (Cleaned and Turned Off)
- Oven (Cleaned & Turned Off if used)
- Microwave (Clean spills, if used. Close door)
- Floor Swept
- Floor Mopped if necessary
- Trash Removed to dumpster
- Dish Cloths, Towels, and Table linens need to be washed and returned to the parish office within one week of the event.
- Wash/Wipe all countertops
- Put away sugar, creamer, etc.
- Remove all leftover food from your event/meeting from the refrigerator and freezer and clean up any spills**
- Remove all privately-owned dishes and or containers from group event/meeting

Parish Hall Checklist:

- Tables wiped completely clean
- Floor Swept
- Floor Mopped if necessary
- All Lights Turned Off
- All Church Equipment /Material Returned to Proper Place
- All bathrooms checked / all faucets off