

# Guidelines for use of St. Leo Facility

## **GENERAL GUIDELINES:**

- St. Leo parish & school facilities are available only for use by St. Leo parish & school sanctioned activities.
- Due to limited parking, we cannot schedule events during the weekend Mass schedule or during a Holy Day Mass.
- Facilities will be available from 8:00AM to 10:00PM. Normal schedule will be observed except for dances, receptions or special events.
- If you want access to the facility prior to the time for which you have reserved you must make prior arrangements with the Facility Scheduler.
- Delivery arrangements of furniture, music equipment or any other items needed for your event must be made prior to the event with our Maintenance Director the Steve Salvitti (336) 724-0561.
- The Facility Scheduler must pre-approve any decorations that will be used during an event.
- We ask that small children remain with their parents and are prevented from playing on the stairs or in the elevator.
- If your event is canceled, call Kim Nichols (336)724-0561 or (336)306-4264 to make the room available for other groups.
- **Smoking is not allowed in any facility.**

## **SET UP, CLEAN UP, SECURITY:**

- If you have a special room set-up please submit it in writing to the church office at least 10 days before the event.
- The Church does have various type of equipment for your special needs, for example; white boards, microphones etc, please indicate on the application form under special needs/equipment that your requirements may be.
- If you have not turned in a form with your room arrangement then you will be required to set the room up yourself.
- You will be responsible for cleaning all tables, stacking of chairs, take down and remove any decorations, and place all trash in the receptacles provided.
- **If the event is scheduled for a Saturday evening prior to the Sunday 10:30AM Mass in the Parish Center then the room will have to be cleaned and set-up for Mass unless prior arrangements have been made with Kim Nichols Facility Scheduler at (336)724-0561.**

## **ALCOHOLIC BEVERAGES:**

- Prior approval is required if your event will serve alcoholic beverages.
- Only wine and beer are allowed to be served at the event.
- No one under 21 years of age may be served at this event.
- OUR POLICY IS THAT ALCOHOLIC BEVERAGES MAY NOT BE SERVED DURING THE FINAL HOUR OF THE EVENT.

## **REQUIRED INSURANCE FOR NON-CHURCH SPONSORED EVENTS**

Any private or non-church sponsored group using St. Leo facilities must provide insurance for events on campus. You may elect to:

Take out a Special Events insurance policy with the Diocese of Charlotte. This is done by completing the enclosed Outside User/Special Events Coverage form and returning to our office with a check made out to the Diocese of Charlotte 21 days before date of event.

Or

Provide a certificate of insurance from your own insurance provider designating Peter Jugis, Bishop of the Diocese of Charlotte, NC and St. Leo the Great Catholic Church as ADDITIONAL INSURED. Contact the Director of Finance for more details. The insurance certificate is due two weeks before the event.

## **KITCHEN USE**

Outside caterers do not have access to the kitchens in the Parish Center unless they have made prior arrangements with Kim Nichols our Facility Scheduler. The kitchen is available for all church groups with prior approval.

**PLEASE do not place anything on the floor. The area and equipment must be cleaned and returned to its proper location at the conclusion of the event. Washing all utensils, bowls, urns, etc. must be returned to original location. All counters areas must be wiped down. The floors must be swept and mopped after use. Please do not leave items behind in the kitchen (unless you have prior permission.)**

**If items are left behind or if kitchen was not cleaned after being occupied you will be asked to return to kitchen and clean up the items left behind or clean designated area.**