

The Celebration of the Sacrament of Matrimony - St. Thomas the Apostle Catholic Church

Responsible Person(s) Checklist

This Checklist is intended to be given to the designated Responsible Person(s) who is(are) named on the Wedding Agreement. The Responsible Person(s) should not be a member of the immediate family or bridal party, as they will have other concerns the day of the wedding. Please ensure the items agreed to by bride and groom in the Wedding Agreement are carried out the day of the wedding service, or their cleaning deposit will be forfeit. Those responsibilities are summarized here and listed in the form of a checklist. This sheet should be given during marriage preparation, at the rehearsal and found in Classroom 4 the day of the wedding.

Before the couple was allowed to set a date for their service, they signed an agreement which stipulated provision of:

- o General information with the names of Responsible Persons and Current Address/Phone/Email.
o Payment of fees, Cleaning Deposit (both required up front to reserve the Church).
o Acknowledgement of responsibilities for use of the Church, which includes designating a responsible person for supervision of children and accountability for all guests, thorough cleanup of all spaces/parking lot, return of all moved items to place found, prohibition of alcohol, timely arrival of all involved persons, and facility access coordinated with the Church Office.

The couple designated the following as the Responsible Person(s):

Person (s) Responsible for Facility Use: _____
First Middle Last

Address: _____ Phone #: _____
Number Street City Zip State Area Code

Email: _____ Cell #: _____
Area Code

Facility Use Responsibilities

- Dates and times for facility use, including set-up/decoration must be coordinated during normal business hours with Carolyn Peters at (406) 656-5800, carolyn@stthomasbillings.org
➤ Children must be supervised by an adult at all times. Adults must respect sacred space and Church property
➤ No food or drink in the Church. No alcoholic beverages on the premise; intoxicated persons asked to leave
➤ No rice/bird seed to be thrown on the Church premises

Facility Clean Up Checklist

Immediately following the liturgy please leave the facility as you found it or the Cleaning Deposit will be forfeit. Responsible person(s) listed above will be given access to any supplies needed for cleaning. The general expectation is that things be left as they were found throughout the whole facility. For the benefit of those attending services in the church after the wedding, any items listed below which are found unclean 30 minutes following the wedding, will cause the deposit to be forfeit:

- _____ Replace all items/furniture moved, including tables in the vestibule & chairs in the basement classrooms
_____ Remove all items brought in such as programs, pew bows, various decorations & flowers
_____ Replace all environment items/furniture in the church to original location if they were moved (take a photo)
_____ Sweep up any loose dirt/flower pedals/rubbish (dust pan and broom located in cleaning supply bucket)
_____ Wipe up any spills that may have occurred (detergent & sponges located in cleaning supply bucket)
_____ Clear the parking lot of any litter left by wedding guests
_____ Used trash bags must be placed in the outside dumpster on south side of church
_____ Black scuff marks from shoes cleaned off floors (floor scuff cleaning tools located in cleaning supply bucket)
_____ Broken equipment/furniture must be reported to parish staff and replaced at the bride & groom's expense