

Guidelines for Use of Parish Facilities

General Rules for Use

The purpose of the Holy Family Center is for Parish activities & programs. It may also be used by registered members of the parish for other events with the approval of the Pastor. All non-parish sponsored events require a \$100.00 security deposit and \$100.00 non-negotiable event insurance through Michigan Catholic Conference, along with rental and cleaning fees, if necessary.

1. No smoking is allowed anywhere on the premises.
2. Children must be under parent's guidance at all times and not be left to roam through the building or classrooms. If the children use the playground they are to be supervised by an adult at all times.
3. You must furnish your own table covering, towels and dishcloths.
4. Due to fire hazard, use of candles must have prior approval. No confetti, glitter, rice or other small environmentally hazardous or messy materials may be used. No tape is to be used on any part of the building (ex: windows, doors, floors, walls, etc.).
5. Please observe where items are before using them, and return them to their proper places.
6. Foods stored here may not be used, even if they are accessible.
7. Events must end at 11:00 p.m. so that the building is cleaned up and vacated by midnight.
8. The person responsible for the use of the facilities will be present during the event, and they will see that these rules have been complied with. If not, \$50.00 per hour will be charged for the required cleaning, and replacement cost of any items damaged will also be charged.

Clean Up Rules

- Proper clean-up of coffee makers, pitchers, pans, and any dishes used - wash, wipe dry and put away.
- Wash off/sanitize all countertops, tables and food preparation areas. Wipe off chairs.
- Proper clean-up of sinks.
- Proper clean-up of stoves, ovens and warming units.
- Garbage from any rented space (kitchen, family center, restrooms) must be packed in plastic liners, tied and deposited in the parish garbage dumpster on the north side of the building.
- Remove all empty beverage containers from the premises.
- Floors must be swept and mopped, spills cleaned up, and carpet vacuumed.
- Tables and chairs must be set up according to the way they were when you arrived.
- Remove all decorations.

Before Leaving

- Report any damage or injury to the Parish Office.
- Return all tables and chairs to storage area or position prior to event.
- Turn off stove and oven. Make sure pilots are lit.
- Unplug all electrical equipment used.
- Check all restrooms/stalls to see that they are in proper order (flush toilets, pick up paper, empty trash).
- Turn off all lights, including those in restrooms.
- All doors and windows must be checked and locked prior to leaving.

For weekend use:

Contact the Parish Office Administrative Assistant to make arrangements for access to the building, cleaning and maintenance information (ex: where to empty trash, where cleaning supplies are, how to unlock and lock doors, etc.).

- * Any articles, food, etc. left at Our Lady of Consolation will not be the responsibility of Our Lady of Consolation and will be disposed of and billed for the clean-up.
- * In general, the facilities are to be left in the same condition as they were found. Any cleaning by Parish Maintenance Staff or repairs will result in a \$50.00 per hour charge that will be deducted from the security deposit or billed to the renter. The renter is responsible for any/all damages and repairs.

Signature of renter

Date

Return completed, signed checklist and keys to the Parish Office after the event. Deposit will be issued after approval of Facility Manager.

Parish Office Administrative Assistant

Date