

St. John Catholic Church

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www.saintjohnrussellville.org

SPECIAL EVENT SCHEDULING PROCEDURE

All requests for the use of the parish hall will be made with the church secretary through the church office. Anyone wishing to schedule a special event will be given a packet containing:

- Schedule Procedures
- Parish Hall use Policy
- Parish Use Request Form
- Hold Harmless Agreement
- Clean-up Check List

After completing the Parish Hall Request form and the Hold Harmless Agreement, the church secretary will secure approval for the event. Notice of approval or denial will be given to the contact person.

If approved, then one (1) business day prior to the event, the requesting party should make arrangements with the secretary to pick up the key and pay a non-refundable building use fee and a refundable clean-up deposit. The preferred method of payment is one check for the fee and one check for the cleaning deposit.

The key should be returned to the parish office the first working day after the event.

Upon final clean-up inspection approval noted on the Parish Hall Use Request form, the clean-up deposit will be returned to the contact person. If disapproved due to unsatisfactory clean-up, theft or hall misuse all or part of the refund will be forfeited.

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PARISH HALL USE POLICY

1. Use of St. John Parish Hall, Russellville, is primarily for parish groups and active, participating members of St. John Catholic Church. Facilities will not be leased to non-parishioners or groups which have no parishioners among their membership. The only exception to this rule is when a catholic non-parishioner marries in our church. In this instance, the parish hall may be used for the wedding reception.
 2. Facilities will not be leased nor used by any group, person or organization whose philosophy, image or philanthropic endeavors prove in contrast to the teachings of the Catholic Church. (Letter from Bishop McDonald on Diocesan Guidelines for use of Church and Related Facilities August 29, 1995) ie: Sterilization, Abortion and Racism.
 3. Facilities will not be leased or used by any political rally or assembly endorsing a particular party or candidate, nor for political fundraising. (Letter from Bishop McDonald on Diocesan Guidelines for use of Church and Related Facilities August 29, 1995)
 4. Parish Facilities will not be used for any parishioner or couple entering into what the church considers an invalid marriage. (Letter from Bishop McDonald on Diocesan Guidelines for use of Church and Related Facilities August 29, 1995)
 5. Facilities leased to organizations through a parishioner will pay the rate of \$500.00 use fee and \$150 refundable cleaning deposit as an outside organization. They must provide proof of insurance for any damage and injury that could possibly occur on parish grounds. Exceptions may be made only on a case by case basis and when there is no violation of items 2,3 and 4.
 6. Facilities are let by considering the activity; secondary needs as pertain to cooking, space needs, number attending and the chronological order of scheduling (first come, first serve).
 7. All persons using the facilities shall be instructed in responsible use and clean-up.
 - a) A non-refundable building use fee of \$200 and refundable clean-up deposit of \$100 will be collected for wedding receptions from non-parishioners marrying in St. John Church.
 - b) A non-refundable building use fee of \$150 and refundable clean-up deposit of \$100 will be collected for wedding receptions from members of our parish.
- (Fees include day of rental and one-day prior or clean-up after and the preference must be indicated at time hall is reserved.)
(Each additional day past the two (2) day rental period is \$75 per day.)
8. A non-refundable building use fee of \$75 and a refundable \$100 cleaning deposit will be collected from parishioners for birthday parties, anniversary

celebrations, family reunions and bridal showers. (Baby Showers and 50th Anniversary celebrations by parishioners shall be at no charge with a \$100 refundable clean-up deposit.)

9. The cost for the repair of any damages to the Parish Hall, contents and/or facilities shall be the responsibility of the lessee.
10. Smoking is prohibited in the parish hall.
11. Appropriate behavior should be observed at all times on parish property and there will be no misuse of alcohol or abusive language. No alcohol shall be permitted on parish property at any event principally for minors.
12. Children should be appropriately supervised at all times. Parents are responsible for clean-up and damages as applicable.
13. St. John Catholic Church reserves the right to final approval by the parish council and/or Priest as to accepting or declining hall usage by any group if it is in the best interest of the parish and the Catholic Church.

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PARISH HALL USE REQUEST FORM

NAME: _____

GROUP/ORGANIZATION: _____

DATE REQUESTED: _____

NATURE OF EVENT: _____

_____ Reception
_____ Private Party
_____ Community Event
_____ Other (_____)

Facilities Requested:

_____ Parish Hall
_____ Kitchen
_____ Other (_____)

Do you require tables? _____ Do you require chairs? _____
If yes, how many? _____ If yes, how many? _____

(Remember that tables/chairs cannot be removed from the parish hall)

Do you plan to serve alcohol? _____

If yes, please note the "Parish Hall Use Policy" regarding alcohol.

I will be responsible for the conduct of this group and the care and clean-up of the facilities requested. I will complete the "Clean-up checklist". I will not lend/loan the keys to anyone. I will return the loaner key within one (1) business day following the event. I or another responsible adult will be present during the use of the hall.

Signature

Date

Print Name

Contact Number

FOR OFFICE USE (Initial and date)

_____ Packet received and explained
_____ Priest/Parish Council approval
_____ Facilities walk-through
_____ Fee Paid
_____ Deposit Accepted

_____ Key received by user
_____ Inspection approval
_____ Key returned to office
_____ Deposit returned to user

Revised 7/20/2011

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HOLD HARMLESS AGREEMENT

As users of St. John parish facilities and property,

We/I _____
(Name of group or person)

Agree to protect, indemnify, save and keep harmless St. John Catholic Church/Parish and the Diocese of Little Rock against any and all loss, cost, damage or expense arising out of or from any accident or other occurrence on or about said premises, causing injury to any person or property whomsoever and will protect, indemnify, save and keep harmless the above mentioned parties from any and all claims, costs or expenses arising out of any failure of the user(s) in any respect to comply with and perform all the requirements and provisions agreed to and required by any law or ordinance, during the usage periods.

Signature: _____

Printed Name: _____

Date: _____

Address: _____

Phone Numbers: (Home) _____ (Work) _____
(Cell) _____

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Parish Hall CLEAN-UP CHECKLIST

1. All appliances cleaned and turned off:
 - a. Coffee Pots _____
 - b. Dishwasher _____
 - c. Ovens/Stove _____
 - d. Food Warmers _____
 - e. Event Food Removed from Refrigerator _____

2. Cookware and cutlery cleaned and returned to locations _____
3. Floors clean (sweep and mop) _____
4. Furniture/Equipment cleaned:
 - a. Tables/Chairs _____
 - b. Kitchen equipment _____
 - c. Cleaning supplies (mops, brooms, etc.) _____

5. All restrooms checked:
 - a. Toilets flushed _____
 - b. Sinks wiped out _____
 - c. Trash removed _____
 - d. Floors inspected/cleaned _____

6. All trash and garbage removed (including small amounts) _____
 - a. Clean Trash Liners in cans _____

7. Refrigerator/freezer doors closed securely _____
8. Utilities turned off or to pre-event settings:
 - a. Lights (hall, kitchen, restrooms) _____
 - b. Thermostats (if applicable) _____
 - c. Kitchen exhaust fans off _____
 - d. Hall ceiling fans left on _____

9. Windows and doors closed and secured. _____
Make sure lock engages when you leave. _____

Signature

Date

In event of an emergency, contact Pastor at (479)968-0505.

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