

# St. Joseph Church

136 HENRI DE TONTI PO BOX 39 TONTITOWN, ARKANSAS 72770  
(479) 361-2612 FAX (479) 361-9271 E-Mail: stjoeontitownad@att.net

## SPECIAL EVENT SCHEDULING PROCEDURE ST. JOSEPH CHURCH – TONTITOWN

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:

1. Schedule Procedures
2. Parish hall use Policy
3. Parish Use Request Form
4. Hold Harmless Agreement
5. Cleanup 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 (1) one 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 inspection approval noted on the Parish Hall Use Request form, the deposit will be returned to the contact person. If disapproved due to unsatisfactory clean up, theft or utilities misuse all or part of the refund may be forfeited.

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## PARISH HALL USE POLICY

1. Use of St. Joseph Parish Hall, Tontitown, is primarily for parish groups and active, participating members of St. Joseph Church. Facilities will not be released to non-parishioners or groups which have no parishioners among their membership. The only exception to this rule is when a 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 and 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 for outside organizations and cleaning deposit. They must also provide proof of insurance for any damage and injury that could occur on the 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 (worship service, fund raiser, reception) the secondary needs (cooking facilities, space, 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 non-refundable building use fee of \$750.00 and a refundable clean- up deposit of \$200.00 will be collected for wedding receptions from non-parishioners marrying in St. Joseph's Church.  
A non-refundable building use fee of \$200.00 and a refundable clean-up deposit of \$200.00 will be collected for wedding receptions from members of the parish of one year or more.  
Fees include day of rental and one day prior or cleanup after (preference must be indicated when reserved).  
Each additional day past the two (2) day rental period is \$75.00 per day.
8. A non-refundable building use fee of \$100.00 and a refundable clean up deposit of \$200.00 will be collected from parishioners for birthday parties, anniversary celebrations, family reunions, bridal or baby showers.
9. The cost for the repair of any damages to the Parish Hall, contents and or facilities is the responsibility of the lessee.
10. No building use fee will be assessed for 50th anniversary celebrations of parishioners. However, a \$200.00 refundable clean up deposit will be required at the time of key pick up.
11. Smoking is prohibited in the parish hall.
12. 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 (youth functions, birthday parties, etc.)
13. Children should be appropriately supervised at all times. Parents are responsible for clean up and damages.
14. St. Joseph Church reserves the right to final approval by the parish council and to accept or decline 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? \_\_\_\_\_  
If yes, how many? \_\_\_\_\_

Do you require chairs? \_\_\_\_\_  
If yes, how many? \_\_\_\_\_

Do you plan to serve alcohol? \_\_\_\_\_

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

I will responsible for the conduct of this group and the care and cleanup of the facilities requested. I will complete the "Clean up checklist". I will not lend/loan the keys to anyone. I will return the loan 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 #:

FOR OFFICE USE (initial and date)

\_\_\_\_\_ Packet received & explained  
\_\_\_\_\_ Parish council scheduling approval  
\_\_\_\_\_ Facilities walk-through  
\_\_\_\_\_ Fee Paid  
\_\_\_\_\_ Deposit Accepted

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Key received by user  
inspection approval  
Key returned to office  
Deposit returned to user

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## HOLD HARMLESS AGREEMENT

As users of St. Joseph parish facilities and property,

we/I \_\_\_\_\_  
(Name of group or person)

agree to protect, indemnify, save an keep harmless St. Joseph 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 of whatsoever and will protect, indemnify, save an 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 Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

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## Parish Hall CLEAN UP CHECKLIST

1. All appliances cleaned and turned off:
  - a. Coffee Pots \_\_\_\_\_
  - b. Dishwasher \_\_\_\_\_
  - c. Ovens \_\_\_\_\_
  - d. Food Warmers \_\_\_\_\_
  
2. Cookware and cutlery cleaned and returned to pre-event location: \_\_\_\_\_
  
3. Floors clean (sweep and spot 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 \_\_\_\_\_
  
6. All trash and garbage removed (including small amounts)
  - a. Put clean trash liners in cans. \_\_\_\_\_
  
7. Refrigerator/freezer doors closed securely \_\_\_\_\_
  
8. Utilities turned off or to pre-event settings:
  - a. Lights (main room, kitchen, restrooms) \_\_\_\_\_
  - b. Thermostats \_\_\_\_\_
  - c. Exhaust fans (kitchen) \_\_\_\_\_
  
9. Windows and doors closed and secured. Make sure lock engages when you leave. \_\_\_\_\_

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Signature:

Date

In the event of an emergency, contact Monsignor Mancini at 479-717-2047 or 501-658-0849.