

St. Joseph's Catholic Church

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

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:

1. Schedule Procedures
2. Parish Hall Use Policy
3. Parish Use Request Form
4. Hold Harmless Agreement

Additional information may be required depending on the circumstances of the event and renter.

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 the rent request is approved, the requesting party should make arrangements with the secretary to pick up the key (1) one business day prior to the event.

The key should be returned to the parish office the first working day after the event or dropped in the Drop Box by the front door of the Parish Education Center.

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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.
3. Facilities will not be leased or used by any political rally or assembly endorsing a particular party or candidate, nor for political fundraising.
4. Parish Facilities will not be used for any parishioner or couple entering into what the church considers an invalid marriage.
5. Facilities rented 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 rented 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.
8. All fees must be paid at the time of reservation of the facility in order to guarantee the date. (See *Fee Schedule Below*):

USE	BUILDING USE & CLEANING FEE		DAMAGE DEPOSIT
NON-Parishioner Uses:			
Catholic Wedding (must be in our Church)	1000.00		500.00
Non Profit Group / Organization	1000.00		500.00
Parishioner Uses: (Must be registered 1 year or more)	10 AM-4 PM	7 PM-12 AM	
Weddings (1-1/2 Days)	300.00	300.00	200.00
Birthday, Anniversary Parties	200.00	300.00	200.00
Baby & Wedding Showers	200.00	300.00	200.00
Family Reunions	200.00	300.00	200.00
50 th Wedding Anniversary		0.00	200.00
Additional Days Rental (inc. rentals left in Hall for Monday pickup.	100.00		0.00

9. The Building Use Fee is refundable if notice is given more at least 48 hours in advance or other arrangements made and noted on the Request Form by both parties. Fees include day of event and one day prior or cleanup after (preference must be indicated when reserved).
10. Any damages to the Parish Hall, contents and or facilities over and above the Damage Deposit is the responsibility of the lessee.

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11. Smoking is prohibited in the parish hall.
12. No violence or abusive language will be tolerated on Parish Grounds.
13. No alcohol shall be permitted on parish property at any event principally for minors.
14. Children should be appropriately supervised at all times. Parents are responsible for any damages.
15. St. Joseph's Office staff will not be responsible for opening Hall for event deliveries, entertainment, etc.
16. St. Joseph's 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.
17. No event shall take place while the Celebration of the Eucharist (Mass) is taking place in the Church.
18. Exceptions to fees may be made by a case by case basis.

**In the event of an emergency, contact appropriate authorities first (if applicable)
and then Shannon Stowe at 409-9805 or Fr. Hart at 717.2047**

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PARISH HALL USE REQUEST FORM

NAME: _____

GROUP/ORGANIZATION: _____

DATE(S) REQUESTED (include estimated set up and cleanup: _____

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 #13 the "Parish Hall Use Policy" regarding alcohol.

I will responsible for the conduct of this group and the care of the facilities requested including all damages. 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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VOLUNTARY RELEASE FORM ASSUMPTION OF RISK AND INDEMNITY AGREEMENT

PARISH: St. Joseph's Catholic Church PARISH is understood to include the Diocese of Little Rock

ACTIVITY PARTICIPANT: _____

DATE(S) OF ACTIVITY: _____

TYPE OF ACTIVITY: _____

The above name ACTIVITY PARTICIPANT agrees to defend, protect, indemnify and hold harmless the above named PARISH against and from all claims arising from the negligence or fault of the above named ACTIVITY PARTICIPANT or any of their agents, family members, officers, volunteers, helpers, partners, organizational members or associates which arise out of the above named ACTIVITY.

Additionally, the above named ACTIVITY PARTICIPANT agrees to protect, defend, hold harmless and fully indemnify the above named PARISH for any claim or cause of action whatsoever arising out of the above mentioned activity that is brought against the PARISH, its employees or agents or ACTIVITY PARTICIPANT'S negligence. If any portion of this agreement is held invalid, it is agreed that the balance thereof, shall continue in full legal force and effect.

"Any damages of personal property to anyone that is involved with the ACTIVITY PARTICIPANT will be solely responsible for their own damages and will hold harmless the above named PARISH from any and all claims."

SIGNED BY: _____

NAME (Please Print): _____

DATE: _____