



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. Special Event Schedule Procedures
2. Parish hall use Policy
3. Parish Use Request Form
4. Hold Harmless Agreement
5. Clean up Check List

After completing the Parish Hall Request form, the Hold Harmless Agreement and paying the Building Use Fee and Refundable Cleaning Deposit, the church secretary will secure approval for the event from the Pastor. The preferred method of payment is one check for the fee and one check for the cleaning deposit. Notice of approval or denial will be given to the contact person.

If the event is not approved, all monies will be refunded in their entirety.

If the event is approved, (1) one business day prior to the event the requesting party should make arrangements with the secretary to pick up the key. The key should be returned to the parish drop box at the conclusion of 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.

The Fees for use of the facility are as follows:

Parishioner Fees

Parish Hall Use Fee: \$200/day
Kitchen Use Fee: \$100/day
Cleaning Deposit: \$300/Rental

Non-Parishioner Fees

Parish Hall Use Fee: \$750/day
Kitchen Use Fee: \$150/day
Cleaning Deposit: \$500/Rental



**SAINT
JOSEPH**
CATHOLIC CHURCH - TONTITOWN, ARKANSAS
PARISH HALL USE POLICY

Following are the rules and guidelines:

1. 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). The Pastor of St. Joseph Catholic Church reserves the right to approve or deny any and all rental requests.
2. All Facilities are intended primarily for parish groups and active, participating members of St. Joseph Church and as such, those groups will be given preference when renting facilities.
3. A Parishioner is defined as someone who has been registered with St. Joseph Catholic Church for more than 2 years (730 days) on the date of the Event.
4. All persons using the facilities shall be instructed in responsible use and clean up.
5. If an event is canceled at least (3) three business days before the event, a full refund may be received for the rental.
6. If an event is canceled less than (3) three business days before the event, the renter forfeits the building use fees but will be refunded the entire cleaning deposit.
7. St. Joseph Catholic Church reserves the right to cancel any reservation as late as (3) three business days before any event with full refund of all fees and deposits.
8. A non-refundable building use fee of \$200.00 per day and a refundable clean-up deposit of \$300.00 will be collected from parishioners using the Hall for pastor approved purposes.
 - a. If a parishioner would like use of the Kitchen, there is an additional fee of \$100.00 per day.
9. A non-refundable building use fee of \$750.00 per day and a refundable clean- up deposit of \$500.00 will be collected from non-parishioners using the Hall for pastor approved purposes.
 - a. If a non-parishioner would like use of the Kitchen, there is an additional fee of \$150.00 per day.
10. The cost for the repair of any damages to the Parish Hall, contents and or facilities is the responsibility of the lessee.
 - a. Lessee will be billed if the total cost of repairs exceeds the \$300 cleaning deposit.
11. No building use fee will be assessed for 50th anniversary celebrations of parishioners. However, a \$300.00 refundable clean up deposit will be required at the time of key pick up.
12. Smoking is prohibited in the parish hall.
13. 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.)
14. Children should be appropriately supervised at all times. Any damage to the parish hall, its contents and/or facilities is the responsibility of the lessee.
15. St. Joseph Staff will not be responsible for opening the hall for any deliveries.



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CATHOLIC CHURCH - TONTITOWN, ARKANSAS

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 Policy regarding alcohol).

I will be 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 at all times during the use of the hall.

Signature

Date

Print Name

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



**SAINT
JOSEPH**
CATHOLIC CHURCH - TONTITOWN, ARKANSAS
HOLD HARMLESS AGREEMENT

AS USERS OF St. Joseph parish facilities and property.

We/I _____
(Name of group or person)

Agree to protect, indemnify, save and 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 or whatsoever 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 Number: (Home) _____

(Work) _____



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CATHOLIC CHURCH - TONTITOWN, ARKANSAS

PARISH HALL CLEAN UP CHECKLIST

- 1. All appliances cleaned and turned off:
 - a. coffee Pots _____
 - b. dishwasher _____
 - c. ovens _____
 - d. food warmer _____

- 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. _____

Signature: _____

Date: _____

In the event of an emergency, contact Paul Scouten at 479.289.5020.