St. Bonaventure Parish

803 State Rd., P. O. Box 996, Manomet, MA 02345
Tel ~ 508-224-3636, Ext. 120 Fax ~ 508-224-5889 Email ~ stbonoffice1@verizon.net

Facilities Use Policy - Rev. 06/21/21

Introduction

This policy is a guideline for use of parish facilities by groups not directly sponsored by St. Bonaventure Parish. The interpretation and/or adaptation of this policy rest solely with the pastor or his delegate. This policy is subject to change at any time without notice. Parish needs take precedent over all other events. However, effort will be made while scheduling events to avoid any conflicts. Any donations received for the use of parish facilities defray the costs incurred in maintaining the buildings. The parish offers the use of its facilities as a courtesy to the community and not as a source of income or profit. **Use of the parish facilities should not be advertised as an endorsement by the parish without the explicit written permission of the pastor or his delegate.**

Conditions of Use

1. Groups using the facilities must be known community organizations or unaffiliated parties sponsored by a known parishioner. Groups will assign a representative to provide supervision for the entire duration of the event.

2. No one may use the facilities for partisan political purposes.

3. No one may use the parish facilities to advocate a cause contrary to the teachings of the Catholic Church or if use of the facilities would, in the judgment of the pastor, prove harmful to the mission of the parish.

4. No one may use or possess alcohol or illegal drugs while using parish facilities. Use of recreational drugs is also prohibited.

5. No one may smoke inside any parish facility or in the presence of unrelated minors while on parish property.

6. The parish adheres to the requirements set forth by the U. S. Bishops' Conference for the Protection of God's Children. Any event involving minors must be open and visible to outside oversight. Persons requesting use of the parish facilities may be asked to submit to/or provide proof of a criminal record check and/or fitness to care for minors.

7. No person may use parish facilities as a fundraiser without the explicit approval of the pastor or his delegate. If the donor base is drawn from outside the parish community, a fundraiser may be allowed in extraordinary circumstances.

8. All groups or persons requesting use of the parish facilities will be asked to sign an indemnification form for the parish (see attached Facilities Reservation Form). Groups and unaffiliated parties may be asked to provide a Certificate of Insurance naming St. Bonaventure Parish as an additional insured party and/or they may be asked for proof of coverage under their own General Liability Insurance Policy.

9. **Church Hall -** The Church Hall contains a caterer's kitchen and may be used for private parties when food is served that requires warming or reheating, only, or if a professional caterer has been hired for the occasion.

   Parish Center Hall or Classrooms - The Parish Center Hall may be used for private parties with or without the services of a professional caterer. Cooking for a private party is allowed in the Parish Center kitchen at the discretion of the pastor or his delegate. Classrooms may be reserved when space allows.

10. **Set-up and clean-up:**

- Tables may be covered & decorated. However, nothing may be placed on the walls, woodwork or flooring. Use of helium-filled balloons is prohibited.

- All supplies, including food, condiments, refreshments, paper goods, silverware, etc. that have been brought in for the event need to be removed. Please leave nothing behind.

- Facilities and the grounds around the facilities being used must be returned to their original condition, including table and chair configurations.

- All garbage within the facilities, trash and/or smoking materials found on the grounds outside the facilities are to be taken to the dumpster outside of the Parish Center; the kitchen counters, oven, and grill surfaces should be washed down.

- All dishes and utensils need to be cleaned & returned to the proper location.

- If necessary, sweep, vacuum or mop the floors.

- Groups or persons using the parish facilities will have access to the public restrooms. These should be left in reasonable order but will not ordinarily need to be cleaned.

Special Note: Leaving the facilities 90% clean creates an undue burden on parish staff and is not acceptable. Future use of the facilities by a particular group or set of individuals is dependent upon the condition in which the facilities were left after their last usage.

11. Hours for the use of parish facilities (including set-up and clean-up time) must be scheduled in advance and correspond to times when parish staff members are available to open and close the building. Generally speaking, no group may use the facilities prior to 8:00 AM or after 9:00 PM. Exceptions require the explicit approval of the pastor or his delegate.

12. **Offerings:**

Church Hall – M- F - $300.00 per day	**Weekends & Holidays - $500 per day**
Parish Center Hall – M-F $250 per day	**Weekends & Holidays - $400 per day**
Classrooms – M-F $100.00 per day	**Weekends & Holidays - $200 per day**

The lights, heat, air-conditioning & maintenance supplies are real costs to the parish when opening our facilities to outside groups or organizations. To offset these costs, we ask a minimum donation per day (noted above) unless explicit arrangements are made in advance with the pastor or his delegate.

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Facilities Reservation Form

Today's Date: _____ Reservation Approved By: _____

Responsible Parties: _____ Organization Name: _____

Address: _____

Telephone: _____ Cell: _____ Email: _____

1. I have read and agree to abide by the **Conditions of Use** noted on the previous pages and request reservation of the facilities:

   Please select all that apply:
   - ☐ Parish Center Hall - $150.00 per day
   - ☐ Parish Center Classroom(s) - $150.00 per day / Number of Classrooms: _____
   - ☐ Church Hall - $300.00 per day

   Description of Event: _____

   Event Date(s): _____ Approximate Size of Group: _____

   Set-up Time: _____ Start Time: _____ Departure Time: _____

   On-site Event Supervisor(s): _____

2. This event involves minors: Yes ☐ No ☐
   When required by the Archdiocese of Boston, proof of a criminal record check and/or fitness to care for minors must be supplied prior to this event: Yes ☐ No ☐
   Documents have been checked on (date): _____ by: _____

3. Indemnification Statement: In consideration of use of the Facilities of St. Bonaventure Church, the undersigned and the undersigned's successors and assigns, agree to release, discharge, defend, indemnify, and otherwise hold harmless St. Bonaventure Church, the Roman Catholic Archbishop of Boston, A Corporation Sole, its officials, agents and employees, from any and all claims and causes of action, including those for injury to any person, property, or theft of property, or legal expense incurred by St. Bonaventure Parish to defend itself, that may arise in or about the Church, Parish Center, Parish Facilities or Grounds in connection with its use, regardless of whether such claims or causes of action are due to negligence or any other fault. Such claims or causes of action also include damages, penalties, charges, expenses, and reasonable attorneys' fees. The undersigned certifies that he/she is at least eighteen (18) years of age, and has read and understand the terms and conditions of the foregoing Facilities Use Policy, the Facilities Use Reservation Form and this Indemnification Statement. If this Reservation and Indemnification Statement are made on behalf of an organization or a group, the undersigned certifies that he/she is authorized to sign this Reservation and Indemnification Statement on behalf of the organization or group, and to assume financial responsibility for damages to St. Bonaventure Church, Church Hall, Parish Center, Parish Facilities or Grounds.

   Signed: _____ Printed Name: _____ Date: _____

4. Request for facilities usage prior to or after 8AM - 9PM approved by: _____

5. Offerings:

   Total offering due prior to the day of the event, from Item #1 above: _____ per day x _____ days = $ _____

   Paid by: _____

   Method of Payment: ☐ Cash ☐ Check No. _____ Check Date: _____

   Payment Received by: _____ Date of Receipt: _____