

Facility Usage Agreement (Template) - Parish Ministry Group – Appendix 233A

(Examples: prayer groups, youth, seniors, parish services, and funeral hospitality.)

Parish: _____
 Applicant's Name: _____
 Group/Ministry: _____
 Type of Event/Purpose: _____

1. On approval of this application by the pastor, the parish grants use of the parish facility as follows.
 The attached Facility Usage Terms and Conditions are part of this agreement.

Single Event

Single Event Date: _____ Time In: _____ Time Out: _____
 Preparation Date: _____ Time In: _____ Time Out: _____
 Estimated numbers: _____

The applicant agrees that all people shall vacate the building by _____ a.m. p.m.

Reoccurring Events

Please list dates for reoccurring events.

Monthly: Weekly: Starting Date: _____ End Date: _____
 Time In: _____ Time Out: _____ Estimated Numbers: _____

The applicant agrees that all people shall vacate the building by _____ a.m. p.m.

2. Designated Area(s) to be used: (other than public washrooms and entrance ways)

Meeting Room 1: Meeting Room 2: Meeting Room 3: Meeting Room 4: Parish Hall:
 Church Library: Church: Chapel: Grounds: Parking Lot:
 Other: _____

NOTE: No one may enter areas or rooms that are not designated. Permission from the parish is required to enter other areas.

Applicant's Email address: _____ Cell: _____
 Contact person during the event: _____ Cell: _____
 Alternate contact person: _____ Cell: _____
 Parish contact during the event: _____ Cell: _____

Office Use Only

1. Application received by: _____ Date: _____
(Name)

2. Application approved: _____ Date: _____
(Pastor)

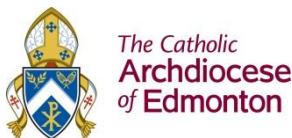
3. Applicant Type: Parish Group Parish Ministry Name: _____
 Contact Person: _____ Phone: _____

4. Keys Provided: Yes No Date: _____
 Keys Returned: Yes No Date: _____

5. Alcohol Usage Approved: Yes No
 Liquor License obtained: Yes No

6. Usage Fees (if applicable): \$ _____ Date Received: _____
 Additional Charges: \$ _____ for _____
 Other Charges: \$ _____ for _____
 Other Charges: \$ _____ for _____
 Other Charges: \$ _____ for _____
Total: \$ _____

7. Notes: _____



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Facility Usage Terms and Conditions

1. The parish is a place of witness, service, and of worship. Use of its facilities is for all activities consistent with the beliefs, traditions, and teachings of the Catholic faith. All usage must be approved by the pastor.
2. The Applicant will ensure compliance with the Facility Usage Terms and Conditions.
3. The pastor has the right to revoke any agreement at will, and may arbitrarily withhold consent in respect of issues arising pertaining to the event.
4. The pastor, or his designate, reserves the right to refuse admittance or to eject people from the event.
5. The pastor must approve the use of alcohol and all liquor usage protocols will apply. (Refer to Policy Appendix 233G – Party Alcohol Liability Information and Application.)
6. The Applicant may not be acting for any undisclosed principal or group.
7. Any changes or alterations to the premises require the permission of the pastor.
8. The Applicant agrees to leave the facility in the same condition as it was found and to:
 - i. Be responsible for the setting up and removal of tables and chairs.
 - ii. Leave all rooms clean and tidy.
 - iii. Return any parish equipment used. (White boards, projectors, screens, T.V., etc.)
 - iv. Not use TACKS, NAILS, and/or TAPE of any kind on walls, ceilings or fixtures.
 - v. Use only fireproof decorations.
 - vi. Notify security/parish contact person when the event/meeting has ended,
or
 - a. Complete “End of Day” Checklist.
 - b. Other _____
 - c. Other _____
 - d. Other _____
 - e. Other _____

The Applicant acknowledges having read and received a copy of these agreement terms:

Applicant (Signature)

Date

(Note: Points 1 through 7 are required. Please include any parish specific terms or conditions under Point 8.)