

## PARISH USE FORM

*Saint Elizabeth Ann Seton Roman Catholic Church  
8 Gillin Drive, Simpsonville, SC 29680  
sbannio@charlestandiocese.org (864) 263-3328*

### APPLICATION FOR INTENDED USE OF PARISH FACILITIES

#### **AN ORIGINAL FORM MUST BE COMPLETED FOR EACH REQUEST**

The Pastor asks that the following form be used to prevent possible misunderstandings and conflicts at this time and in the future. Also, the Pastor asks that loud amplification of music and noise never occur in our Parish Facilities.

Organization \_\_\_\_\_ Today's Date \_\_\_\_\_

*(If used for personal use, insurance is required. Please fill out Special Events Coverage form.)*

Name of Responsible Member \_\_\_\_\_

Complete Mailing Address \_\_\_\_\_

Email Address: \_\_\_\_\_

My purpose for use is \_\_\_\_\_

Phone Number \_\_\_\_\_

**Event Date** \_\_\_\_\_ Beginning time \_\_\_\_\_ Ending time \_\_\_\_\_ (Include preparation & cleaning time)

I request the use of the following: (Please check)

| <b>SOCIAL HALL</b>  | <b>CLASSROOMS</b>                          | <b>CHURCH</b>   | <b>OTHER</b>             |
|---------------------|--------------------------------------------|-----------------|--------------------------|
| _____ Main Room     | <b>#1</b> _____ St. Patrick's (children's) | _____ Sanctuary | _____ Back Field         |
| _____ Kitchen***    | <b>#2</b> _____ St. Bernadette (adults)    | _____ Narthex   | _____ Picnic Shelter     |
| _____ Tables/Chairs | <b>#3</b> _____ St. Catherine (children)   |                 | _____ Parking Lot (Side) |
|                     | <b>#4</b> _____ St. Rose (adults)          |                 | _____ Parking Lot (Back) |
|                     | <b>#5</b> _____ St. Anthony's (children)   |                 | _____ Parking Lot (Main) |
|                     | <b>#6</b> _____ St. Francis (choir)        |                 |                          |
|                     | <b>#7</b> _____ St. Michael's (adults)     |                 |                          |

***\*\*A quick orientation/training on range use must be completed during office hours before the kitchen may be used for cooking***

***It is your responsibility*** to ensure that ***All*** exterior doors remain closed and locked at all times, both during and after the activity. Exterior doors may not be propped open. Exterior doors may only be "pinned" unlocked while at least one member of party attends the door to ensure security. After your event, you agree to put facilities back in the **ORIGINAL** state and turn out lights.

\_\_\_\_\_ If you would like a bulletin announcement for this event you must contact the office 2 weeks prior to the requested date.

**SAFE HAVEN CERTIFICATE: A SAFE HAVEN CERTIFICATE IS REQUIRED TO BE ATTACHED OR ON FILE IN THE CHURCH OFFICE IF CHILDREN ARE ATTENDING THIS EVENT**

In compliance with the U.S. Catholic Bishop's Charter for Protection of Children and Young People, during use any of the parish facilities by affiliated and non-affiliated parish groups, all children must be supervised **AT ALL TIMES** by a Certified Adult(s). This is a condition for the use of the parish property. Failure to comply will result in loss of privileges.

I have carefully examined this petition and I agree to its conditions as stated on this page and page two. This reservation may be revoked should a serious need arise. This form will be returned to you after being processed as to its status.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Facility User

☐ Requested date is available

Signed: \_\_\_\_\_  
Facility Scheduler

Signed: \_\_\_\_\_  
Pastor

## **SOCIAL HALL EVENT CHECKLIST 2026-2027**

Thank you for respecting the use of our parish center during your event. Note that we have renovated the hall with fresh paint and new flooring. It is preferred that you use the space exactly as tables and chairs are placed. If furniture must be moved, **use extreme care** in moving furniture throughout the space as the floors scratch easily. **Do not drag** any tables or chairs on the floor. Always pick them up with a helper.

We have a new Utility Room that contains mops, brooms, and extra cleaning supplies. It is in the corner of the Social Hall to the right of the foyer entrance. Let the secretary know if supplies are reduced.

### **PRE-EVENT**

- \_\_\_ Contact Parish Office for the combination of the lock box to retrieve the key.
- \_\_\_ Photograph the room setup – All furniture **MUST** be returned to this set up.
- \_\_\_ All exits are to be unobstructed inside and outside the building. Aisles of 42" must be maintained in front of all exits and must remain unobstructed ALWAYS.
- \_\_\_ Announce to all present that in the event of an evacuation, the assembly area will be at the farthest end of the main parking lot.
- \_\_\_ Designate 3 people to be aware of the location of all fire extinguishers and how to operate one.

#### Fire Extinguishers are located by the:

Entrance door in foyer  
Classroom #4 in back left hall

Main door in Social Hall  
Electrical closet in kitchen

Classroom #1 in Social Hall  
Back door in right hall

### **END OF EVENT CHECKLIST**

- \_\_\_ Facility key is returned to the lock box located on the back door of social hall building.
- \_\_\_ Tables and chairs are back in the original configuration. As you found the room – **DO NOT DRAG!**
- \_\_\_ Ovens and other kitchen equipment are turned off and/or unplugged.
- \_\_\_ Clean up kit located in the kitchen (mops & brooms are in the NEW Utility Room right off the Social Hall).
  - ☐ **Tables cleaned and wiped down**
  - ☐ **Floors swept**
  - ☐ **Trash taken to the dumpster out back by the shed**
- \_\_\_ Heating/Air Conditioning settings are returned to the original setting – Press the lower right corner of the screen and press the "Cancel" button on thermostats. Two are in the social hall and one is located just outside the kitchen doorway.
- \_\_\_ All lights are turned off including the lights in the bathrooms. The lights that were on when you arrived should be left on for safety reasons. Switches are by the double glass doors by kitchen.
- \_\_\_ Make sure **All** outside doors are locked.
- \_\_\_ Exit through any of the doors in the social hall. These doors will lock behind you.

Destruction or misuse of Seton equipment or facility may result in loss of use privileges. By following the checklist above, this will help save parish expenses and will also prevent damage and injury.

### **ACCIDENT REPORT**

If an injury should occur, please fill out the Accident Report form. Copies are in the white mailbox outside of the parish office. Contact the parish office or Msgr. Steven Brovey within the first 24-48 hours of an injury.

Parish Office: 864-263-3328  
Rectory: 864-385-8499

## ***Saint Elizabeth Ann Seton Roman Catholic Church***

### **GENERAL TERMS OF FACILITY USAGE**

- All Diocese of Charleston Safe Haven policies and procedures shall be observed at all times.
- It is the sole responsibility of the Facility User to ensure that no alcoholic beverages are served at any function, anywhere at the Facility, or on Parish property.
- The Facility User agrees that he/she will, at all times, strictly comply, and cause those using the Facility in connection with Facility User's event to comply with all applicable governmental laws and ordinances, including but not limited to fire codes and nuisance laws.
- Smoking is not allowed inside the buildings of the Facility or anywhere outside on the grounds of the Facility.
- The Facility User must designate a responsible adult of more than 21 years of age to be present during the entire time the Facility is being used, and adequate adult supervision, as well as security personnel in appropriate circumstances (such as, by way of example only, a teen dance or party), must be provided when persons under the age of 21 use the Facility.
- Animals are not allowed inside the Facility except working service dogs assisting persons with disabilities.
- Decorations may not be affixed to the walls or ceilings in any manner whatsoever unless approved in advance by the facilities manager.
- No deep frying of food inside the Facility is permitted, and no solid food particles or waste oils may be placed down any drain in the Facility.
- The Facility will be left in clean condition at the conclusion of the Facility User's usage. All garbage must be bound in plastic bags and removed to the outdoor disposal bin, and furniture and equipment must be returned to its original location. Lights are to be turned off and all doors and windows must be locked. All foodstuffs (including condiments) must be removed from the premises. When the Facility is not in use, thermostats are to be returned to default settings. If the Facility User causes or allows the Facility to be damaged or fails to leave the Facility in the required condition, the Parish shall be entitled to take any actions necessary to repair any damage and return the Facility to the required condition and to recover from the Facility User all costs incurred in connection with doing so.
- The Facility User shall not be allowed to make duplicate copies of any keys to the Facility and shall safeguard and keep any keys in a secure location while in its possession, and Facility User shall promptly return all keys provided by the Parish immediately upon the conclusion of the permitted use.
- The Facility User shall be responsible for any vandalism or other damage resulting from a violation of the foregoing requirements regarding keys, including but not limited to any costs incurred by the Parish in changing locks, should, in its sole discretion, deem such action appropriate.

I have read and understand the information on this page and will abide by this policy.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_