

PARISH USE FORM
Saint Elizabeth Ann Seton Church
8 Gillin Drive, Simpsonville, SC 29680
office@seas-church.org (864) 263-3445

APPLICATION FOR INTENDED USE OF PARISH FACILITIES

AN ORIGINAL FORM MUST BE COMPLETED FOR EACH REQUEST (NO FAXES)

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

Organization: Today's Date

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

Name of Responsible Member

Complete Mailing Address

Phone Number

Email Address:

My purpose for use is

Date , beginning time - ending time (Please include preparation & cleaning time)

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

- | Social Hall | Classrooms | Church | Other |
|--|---|--|---|
| <input type="checkbox"/> Main Room | <input type="checkbox"/> St. Anthony (adults) | <input type="checkbox"/> Bride's Room | <input type="checkbox"/> Back Fields |
| <input type="checkbox"/> Kitchen** | <input type="checkbox"/> St. Bernadette (adults) | <input type="checkbox"/> Children's Chapel | <input type="checkbox"/> Picnic Shelter |
| <input type="checkbox"/> Tables/Chairs | <input type="checkbox"/> St. Catherine (children) | <input type="checkbox"/> Kitchenette | <input type="checkbox"/> Parking Lot (Side) |
| <input type="checkbox"/> Siverware | <input type="checkbox"/> St. Francis (adults) | <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Parking Lot (Back) |
| <input type="checkbox"/> Conference Room | <input type="checkbox"/> St. Michael (children) | <input type="checkbox"/> Narthex | <input type="checkbox"/> Parking Lot (Main) |
| <input type="checkbox"/> Tablecloths | <input type="checkbox"/> St. Patrick (adults) | | |
| <input type="checkbox"/> Serve Food | <input type="checkbox"/> St. Rose (adults) | | |
| | <input type="checkbox"/> Teen Room | | |

**** A quick orientation/training on range use must completed during office hours before the kitchen map 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 the 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 ONFILE 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: _____

Requested Date is Available:

Signed.	Signed.
Vickie Acosta, Facility Scheduler	Greg Strickland, Facilities Maintenance Supervisor

PARISH CENTER EVENT

Pre-event Checklist

_____ All exits are “crash doors” and are to be unobstructed inside and outside the building. Aisles of 42” must be maintained in front of all exits and must remain unobstructed.

_____ Announce to all present that in the event of an evacuation, the assembly area will be the farthest end of the main parking lot.

_____ Designate several people to be aware of the location of all fire extinguishers and how to operate one.

_____ List of locations:

- Next to front door in Foyer
- Next to back door in hallway Main
- Kitchen near electrical closet Staff
- Kitchen near exit door
- Next to main door in social hall
- Next to Maintenance storage room in social hall
- Next to St. Patrick room in hallway
- At Social Hall entrance from foyer

Take this form with you
to the event

End of event Checklist

_____ Tables and chairs are back in original configuration.

_____ Ovens and all other kitchen equipment are turned off and/or unplugged.

_____ Floors swept, tables cleaned, and 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 to all three thermostats. Two are located 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 middle light in the Social Hall should be left on for safety reasons. Switches are located by the double glass doors on both sides of the room.

_____ All outside doors are locked.

_____ Facility key is returned to the white mail box outside the church office in the foyer.

_____ Exit through any of the doors in the social hall. These doors will lock behind you.

Accident Report

If an injury should occur, please fill out the Accident Report form.

Contact the parish office or Father Miles within the first 24-48 hours of an injury:

Parish Office: 864-263-3445

Rectory: 843-261-0453

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 of a violation of the foregoing requirements regarding keys, including but not limited to any costs incurred by the Parish in changing locks, should, it in its sole discretion, deem such action appropriate.