

PARISH USE FORM

Saint Elizabeth Ann Seton 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

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 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)

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

☐ Requested date is available

Signed: _____ Signed: _____
Facility Scheduler 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