

PARISH USE FORM

Saint Elizabeth Ann Seton Church
8 Gillin Drive, Simpsonville, SC 29680
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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 so as 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 |
|--|--|------------------------------------|---|
| ☐ Main Room | #1 ☐ St. Patrick's (children's) | | ☐ Back Field |
| ☐ Kitchen*** | #2 ☐ St. Bernadette (adults) | ☐ Sanctuary | ☐ Picnic Shelter |
| ☐ Tables/Chairs | #3 ☐ St. Catherine (children) | ☐ Narthex | ☐ Parking Lot (Side) |
| ☐ Silverware | #4 ☐ St. Rose (adults) | | ☐ Parking Lot (Back) |
| ☐ Tablecloths | #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: _____
Vickie Acosta, Facility Scheduler

Signed: _____
Pastor

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 at 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 St. Patrick room in hallway
 - At Social Hall entrance from foyer

END OF EVENT CHECKLIST

- _____ Tables and chairs are back in the original configuration.
- _____ Ovens and 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. Switch is located by the double glass doors on both sides of the room.
- _____ All outside doors are locked.
- _____ Facility key is returned in the white mail box outside of the church office in the foyer.
- _____ Exit through any of the doors in the social hall. These doors will lock behind you.

Destruction or misuse of SEAS 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.

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