

# PARISH USE FORM

Saint Elizabeth Ann Seton Church  
8 Gillin Drive, Simpsonville, SC 29680  
[office@seas-church.org](mailto: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 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 Where You Can Be Reached \_\_\_\_\_ Zip \_\_\_\_\_

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"/> Brides Room	<input type="checkbox"/> Back Field
<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"/> Silverware	<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"/> St. Patrick (adults)		
	<input type="checkbox"/> St. Rose (adults)		
	<input type="checkbox"/> Teen Room		

It is your responsibility to ensure that all doors are unlocked (for emergency exit use) but remain closed at all times to conserve energy in the Parish Hall at all times. After your event, you agree to put the facilities back in the ORIGINAL state and lock all doors. The diagram for the Main Room is located under the temperature control unit. (The set up for individual classrooms can be found on the wall outside the classroom door.)

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

**VIRTUS/SAFE HAVEN CERTIFICATE: A VIRTUS/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 \_\_\_\_\_

Requested Date is Available

Signed \_\_\_\_\_

Facility Scheduler

Signed \_\_\_\_\_

Joan Blake, Director of Religious Education

## 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 Maintenance storage room 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 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 can be left on for safety reasons if it’s dark outside. Switch is located on the outside of the double glass doors on both sides of the room.
- \_\_\_\_\_ All classrooms and both sides of the glass 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 Father Miles within the first 24-48 hours of an injury:

Parish Office: 864-263-3445

Rectory: 843-261-0453