

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"/> 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"/> Table Cloths	<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 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 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 ON FILE IN THE CHURCH OFFICE IF CHILDREN ARE ATTENDING THIS EVENT

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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 _____

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 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 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