

# St. Patrick's Church of Elkhorn

## Parish Facility Use by St. Patrick's Group or Club

- No smoking is permitted in the building at any time.
- Before any event the person in charge of the event should meet with the Parish Facility Manager for instructions.
- Groups are responsible for ensuring the facility is used in a respectful manner; ensure that children are supervised at all times.
- Activities that could potentially damage the facility will not be allowed.
- No "Lock In's" or overnight events by groups/clubs are allowed.
- There will be no charge for the use of the kitchen, tables, or chairs. If additional tables or chairs are required the group is responsible to arrange and pay for rental costs.
- There will be no charge for set-up during regular, scheduled hours. The group will be responsible for cleaning the Facility to its pre-use condition or better. Tables and chairs must be returned to the original position. Trash must be placed in dumpster and tables and chairs wiped clean. Floors must be swept and mopped or vacuumed. If the group does not wish to cleanup, a fee may be charged.
- Tables and chairs may be set in place if requested by the group prior to the scheduled event.
- Catered food service is not required. However if food is cooked and/or served the group must clean the kitchen.
- If a caterer is to be used, the caterer must be approved by the Parish Facility Manager and may be asked to provide evidence of insurance to the Parish Facility Manager.
- All decorating plans must be discussed with the Parish Facility Manager and approved. Plans for removal of decorations and supplies used by the group must be scheduled with the Parish Facility Manager to guarantee timely removal.
- No confetti or glitter dust or similar materials can be used. No flames/fire allowed without approval from Parish Facility Manager. Nothing should be hung from the ceiling. No decorations, signs or other materials may be glued, or nailed, to any walls. Easy release tape may be used to attach decorations to walls. Nails or staples may not be used to attach skirting or anything to the tables.
- Requests to use or dispense any alcoholic beverages on the premises needs to be submitted to the Parish Pastoral Council using the Alcohol Request form at least 60 days prior to the event and must comply with the Parish Alcohol Policy. Additionally a liquor license may be required.
- The group should advise the Parish Facility Manager when the access to the facility is needed and when the group's event will conclude. The Parish Facility Manager will determine the appropriate arrangements for access to the facility.