

Saint Joseph Parish Facilities Use

Regulations Governing the Use of St. Joseph's Parish Facilities

- 1) The Parish does not make its facilities available for activities which are hostile to the Catholic Church or its teachings, considered likely to damage the facilities, or liable to disrupt the neighborhood, e.g. by noise or congestion or politically partisan activity. The Parish further reserves the right in its sole discretion to determine to whom the facilities will be made available.
- 2) Every prospective user must complete an application, which is subject to final approval by the Pastor on the advice of the Parish Council. Fees are agreed upon when the Application is filed. A fifty-dollar (\$50.00) deposit is required for use of the (upper) Hall. Deposits for other facilities will be assigned as necessary.
- 3) The use of the facilities is limited to the number of persons, purpose and room(s) specified in the approved Application that is non-transferable.
- 4) All persons attending or working a function must comply with requests or directives from authorized Parish representatives.
- 5) If you are using a caterer, please inform him/her that a \$150.00 deposit is required upon arrival on the day of the event. The office will return the deposit after the event if everything is found to be in satisfactory condition. If alcohol is being served, caterers must provide the Parish with Evidence of Insurance (Comprehensive General Liability) including – Liquor Liability coverage. Note: If there is no caterer, please reference the regulations of the Loss Reduction Bulletin dated September, 1995 regarding Parish procedure for Liquor Liability Coverage.
- 6) All applicants must procure their own insurance waiver if liquor will be served. Any functions involving children will NOT be permitted to serve liquor.
- 7) ^{v, Applicants} CATERERS AND/OR BARTENDERS, ~~WHICH~~ MUST SUPPLY THEIR OWN TRASH BAGS, MUST REMOVE ALL TRASH AND GARBAGE FROM THE FUNCTION, INCLUDING EMPTY BOTTLES, FROM THE PREMISES. BARS CAN BE SETUP IN DESIGNATED AREAS ONLY-NOT ON THE PARQUET FLOOR.
- 8) All facilities must be left in the condition in which they were found. Furnishings may not be moved from room to room. In the kitchen, all counters must be cleaned and the floor must be washed.
- 9) Smoking is not allowed in any of the parish buildings.
- 10) Decorations may not be attached to walls, pillars and fixtures using thumb tacks, scotch tape or any methods that damage painted surfaces.
- 11) All functions must conclude prior to Midnight (last call at 11:30 p.m.).
- 12) If more than one function is being held in the parish, alternate parking arrangements should be made.
- 13) A damage deposit may be required of any applicant(s).

****Please deliver to the rectory at least two (2) weeks before the function: 1) final payment, 2) Liquor Liability Waiver, 3) final count and 4) floor plan for the set-up of the tables requested. If there are any questions, please call the rectory at 617-484-0279 and leave a message for the Facilities Coordinator.**

Signature of Authorized Representative _____

Date _____