

## **ST. PETER CATHOLIC CHURCH RESERVING SPACE: PARISH OR SCHOOL ORGANIZATIONS/EVENTS**

Contact the Parish Office to reserve space on the St. Peter campus for a meeting or event. Depending on the nature of the reservation, a rental fee may apply. The parish staff will inform you at the time of reservation if a fee applies, and the amount of the fee.

Users are responsible for the unlocked facility from the time that they request it to be opened until the time they leave. The user must have someone present at all times when the facility is unlocked.

### **KEYS**

- Any group or individual who has reserved or rented a specific space on campus can pick up or assign someone 18 or over to pick up the key(s) for that facility. The key(s) must be picked up in the Parish Office between 8:00am and 4:00pm, Monday through Friday. Name and phone # of the person picking up the keys is required.
- Keys should be returned by the first business day following the rental/reservation of the facility to the Parish Office:
  - Between the hours of 8:00am and 4:00pm Monday through Friday
  - In the drop box located at the front door (porch) of the Parish Life Center after hours

### **SET-UP & TAKE-DOWN**

- The facility user is expected to set-up and take-down for their function using their own organizational members, volunteers or attendees. If tables and chairs are moved, please **DO NOT SCOOT TABLES AND CHAIRS ACROSS THE FLOOR** and be sure to return them to their original positions.
- For parish staff members, the general rule is that if the event is for the parish as a whole (parish retreat, overflow Mass, reconciliation service), the parish maintenance staff will provide the assistance that cannot be provided by volunteers. If the event is not for the parish as a whole, then the appropriate staff group is expected to set-up and take-down using organizational members, volunteers or attendees as practical.
- For parish organizations with seniors or individuals that are not physically able to set-up tables and chairs the facility staff can assist where necessary. This should be requested well in advance of the event if possible.

### **SUPERVISION OF CHILDREN**

Children must be supervised by an adult in all areas of the parish facilities. Supervision includes keeping the children in eyesight at all times and preventing the children from running and participating in activities that could cause harm to themselves, others or the facility.

### **CHURCH & CHAPEL**

No food and/or drink is allowed in the Church or Chapel at any time. If medically necessary, a water bottle with a cap is acceptable.

### **GENERAL CLEAN UP**

St. Peter does not have a commercial cleaning company that cleans our facilities, so we need everyone who uses the facility to pick up after themselves. Please use the following guidelines for cleanup:

- If you had food or drink, make sure the tables and chairs are wiped off.
- If you are using the tables for crafts, coloring, etc., cover the tables with plastic before using them. Be sure that all marks are cleaned off the tables and chairs.
- Wipe up spills. The flooring will be damaged if liquid is left sitting on it.
- Pick up trash and place all trash bags in one of the two dumpsters on campus. (See maps in kitchens). Also, be sure that the trash is securely in the dumpster before leaving (not hanging out so it can be blown around). If ALL the dumpsters are full, please call the number at the bottom of this document, and leave the trash bagged up, tied up, and IN THE TRASH CANS inside the facility.
- Sweep and mop floors.

- Check all restrooms to see that they are cleaned and in proper order (flush toilets, pick up paper and empty trash).
- All food that is left in any kitchen needs dated and labeled. The refrigerators and freezers are cleaned out often, and anything that is not labeled or outdated will be thrown away. Labels and pens are available in the kitchens.
- Notify the Parish Office if anything is broken.
- Turn off all lights, heat/air conditioning, and close the window blinds.
- Secure all doors, interior and exterior.
- **Leave the space like you found it or better!**

Cleaning equipment and products are located in closets in or near each meeting room. Please use them and return them to the closets if necessary.

There is a standard set-up for each room. If furniture is re-arranged for your event, please return the room to the standard set-up. **DO NOT SCOOT TABLES AND CHAIRS ACROSS THE FLOOR.** This can damage it and leave unsightly marks on the flooring. Please pick up tables and chairs to move them.

### **CANCELLATIONS**

- Please notify the Parish Office as soon as possible when cancellation of a facility reservation is necessary. It is important to do this immediately in order to make the space available for others and to keep the buildings secure because some doors are programmed according to scheduled events.
- Failing to give notice of a cancellation can, at the discretion of the pastor, result in the loss of facility privileges for individuals and/or organizations.

### **MISCELLANEOUS**

- All parish facilities are non-smoking.
- No colored juices or drinks are permitted in carpeted areas to prevent carpet damage.
- Exterior doors are not to be propped open.
- **No tape is to be used on ANY surface in any facility.** Use of surface-friendly adhesives is allowed, in moderation, and must be completely removed from any surface when your event is over.
- No burning candles, of any size, or open flame is permitted in any room or facility without express permission.
- No confetti or glitter should be used.
- Please observe where items are stored before using them. Return the items to their proper places.
- All users of the facilities are expected to protect the facilities from unusual wear and damage. Users may be responsible for damage due to their misuse of the facilities.
- The parish reserves the right to approve or not approve any requested use of the facilities.
- Parish owned equipment, furniture or movable articles pertaining to the facilities shall not be removed from the facility.
- Please report any problems you have with access to the facilities, cleanliness or any abnormal condition of the facilities to the Parish Office.
- Facility users hereby hold harmless and indemnifies the Parish, the Pastor, the Diocese of Jefferson City, the Bishop of the Diocese Jefferson City and their respective officers, directors, members, employees and agents from any and all liabilities and claims for damages arising from or by reason of injury to any person or property whatsoever, from any cause whatsoever while in or upon Parish's premises or any part thereof during the term of this contract or occasioned by or resulting from any occupancy or use of the Facility in connection with any activity of the Licensee, except those resulting from the sole or gross negligence of the Parish, its officers, directors, members, employees or agents.

***CONTACT 573-636-8159, 8:00am – 4:00pm, Monday thru Friday.  
IN CASE OF EMERGENCY, call 573-636-8150  
after calling 911, if necessary.***

St. Peter Catholic Church  
Jefferson City, MO  
Request to Use Parish Facilities

**Today's Date:** \_\_\_\_\_

**Group Name / Event:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Facility Requested:** \_\_\_\_\_

**Purpose:** \_\_\_\_\_

**Date/s Requested:** \_\_\_\_\_

**Time Event Begins:** \_\_\_\_\_ **Time Event Ends:** \_\_\_\_\_

**Set Up Time (minutes):** \_\_\_\_\_ **Cleanup (minutes):** \_\_\_\_\_

**For recurring events, please list frequency (every Monday, 2<sup>nd</sup> Tuesday, etc.):**  
\_\_\_\_\_

**Exceptions to frequency (please take into account holidays, summer, etc. when your event/meeting will NOT occur.)**  
\_\_\_\_\_  
\_\_\_\_\_

**I have read, understand and agree to comply with the terms of the St. Peter Parish Reservation Policies, and I accept responsibility for facility and participant safety during the reservation period.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_