

**Facility Usage Form**  
**St. John the Baptist Parish**

Date of Use \_\_\_\_\_

Start time \_\_\_\_:\_\_\_\_ am/pm      End time \_\_\_\_:\_\_\_\_ am/pm

# of people attending \_\_\_\_\_

Organization Name – Facility User	Space/Item Reserved	*Rate	
_____	( ) Gym	\$_____	
Contact Person (picture id. may be required)	( ) Classroom/Library	\$_____	
_____	( ) Kitchen	\$_____	
Address	( ) Other _____	\$_____	
Email _____	Total	\$_____	
Phone # _____ / Cell Phone # _____	Paid	Cash	ck# _____

\* See rate schedule. These charges do not apply to church organizations, school sponsored athletic or scout groups.

**NO HELIUM BALLOONS ALLOWED IN GYM**  
**ALCOHOL CONSUMPTION IS PROHIBITED**

- Contact person/responsible adult must be on site at all times. If another responsible adult is designated their contact information and id. must be supplied to parish office prior to facility use.
- Review all health safety protocols prior to facility use date.

Before leaving building the following must be completed –

- All tables/chairs should be wiped off and reset to original configuration.
- If kitchen is used – all kitchen items are to be cleaned and put away. Wipe off counter tops. Assure all stove burners are off and electrical appliances unplugged.
- Check restrooms for cleanliness. Make sure all toilets are flushed and taps off.
- All lights (except exit lights) are turned off.

I (acting agent) have read the above conditions. I will accept responsibility for following the cleanup procedures as listed. If these conditions are not met, I agree to pay a fee of \$50.00. I agree to reimburse the parish for any damage to facility/equipment or items missing from kitchen.

\_\_\_\_\_  
Facility User Agent Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Copied from Property Use Policy (pages 3&4)

TERMS OF USE

- i. The consumption of alcoholic beverages is PROHIBITED in the buildings or on the property at any non-parish related activities.
- ii. Smoking is prohibited on parish property.
- iii. Each group wishing to utilize parish property must:
  - a. Specify a contact person with accurate contact information, the name of the organization represented, and the type of event to be held.
  - b. The contact person acts as the liaison between the organization and the parish. S/he is responsible for the enforcement of the parish policies for the use of parish property.
  - c. Sign the terms of use agreement form and applicable Facility Usage/Indemnity Agreement form.
  - d. Provide payment per the following rate schedule:

	<u>Parishioner</u>	<u>Non-parishioner</u>
<b>Family Event</b>	<b>\$50/day</b>	<b>\$100/day</b>
<b>Kitchen (equipment use)</b>	<b>\$25/day</b>	<b>\$50/day</b>
<b>Athletic Event, single day</b>	<b>\$125/day</b>	<b>\$200/day</b>
<b>Athletic Event, multiple use</b>	<b>\$10/time slot</b>	<b>\$20/time slot</b>
<b>Meeting room</b>	<b>\$10</b>	<b>\$20</b>
<b>Tables/Chairs/equipment</b>	<b>no charge</b>	<b>not available</b>

- **These charges do not apply to church sponsored activities, school sponsored athletic organizations or scouting groups.**
- e. There is a \$25 deposit for each key FOB that is issued to the contact person.
  - The deposit will be returned upon the return of the key FOB in a timely fashion following the event; otherwise it will be forfeited.
- iv. Users are responsible for any damages to the facilities or properties.
- v. Anyone under the age of 18 is prohibited from using the facilities without the presence of adult supervision.
- vi. Only an adult may be entrusted with a key FOB for the building. The person in charge of the key FOB is responsible for securing the building after the event and acts as the official contact person for the group. The key FOB may not be duplicated or given to another person and must be returned to the parish office upon demand or within one week after the event has ended.
- vii. The particular group is responsible for the clientele who enter the facilities to attend the event.
- viii. Unruly or disorderly conduct will not be tolerated. Those deemed to be in violation will be dismissed from the property.