

FACILITY GUIDELINES
(Non-parish related events)
ST. JOHN THE EVANGELIST CATHOLIC CHURCH

The parish center is available to parishioners. The parish center includes only the area on the bottom level of the Church complex and does not include the use of the sanctuary and upper level. A parishioner is someone (1) who is a registered, practicing member of St. John's parish; and (2) who also tithes regularly and/or serves in the activity of the St. John the Evangelist Catholic Church. There may be some occasions that the parish center may be used for non-parish events (events that are not open to the entire parish community nor support directly the mission of the parish). Events that are non-parish events include (but are not limited to) private, limited gatherings (such as baby showers and anniversary dinners), school and other secular education programs, anything that requires special set-up and/or special personnel, and activities that are extraordinary to the use of the center.

User Fees:

Half-day (4 hour) and full-day (8 hour) rates are available. A "day" encompasses the hours between 8am and 10pm and includes the time for the contracting party/user to set-up and breakdown for the event. The contracting party must be in and out within a 4 hour or 8 hour framework. Failure to comply will result in forfeiture of maintenance deposit. The fee includes a mandatory Facilities Administrator who will be on site to assist and monitor activities.

Use of parish center for parishioners: \$300.00 /half-day
\$375.00 / full-day

(A non-refundable deposit of 1/2 the rental fee is due when the reservation is made.)

Maintenance Deposit:

An additional maintenance deposit of \$250.00 is required at the time reservations are made. This will be returned to the User if all is in

order after the facilities are inspected by the Facilities Administrator at the conclusion of the event. *Fund-raisers for community (non-Church) charitable events may be exempt from a user fee depending on the nature and complexity of the event. A maintenance deposit, however, is required.*

Purpose and Use

All requests for use of facilities must be approved by the pastor, or whomever the pastor delegates for such purpose, prior to making reservations with the parish office administrator.

Parish facilities may not be used for political activities, private profit-making ventures or any enterprise, fundraiser or activity that opposes the teachings of the Catholic Church.

General Rules

All St John's facilities are smoke free. Smoking is allowed outside in the designated areas.

Beer, wine, and any liquor product are not allowed to be served or sold for non-parish functions.

Children must be accompanied by adults at a ratio of 1/5 (one adult per five children). Children are defined by the Diocese as any child who has not completed their 18th year. At least one adult per 10 children must be trained in the Jackson Diocese "Protection of Children and Youth" program.

Athletics are not permitted in the Parish center.

Musicians, bands or DJ's may only set up staging appropriate to the performance. Smoke machines, heavy lighting and other "special effects" are not allowed.

Any behavior that is against the principles of common decency will result in the immediate termination of the event. Furthermore, any behavior that is inconsistent with the teachings of the Catholic Church will also result in the immediate termination of the event.

Decoration Guidelines

Fireproof or fire-retardant materials must be used.

Candles must be contained in a fireproof holder or globe.

No items whatsoever (nails, tacks, tapes, or any materials that will deface the facilities) are allowed on the walls, doors, beams or window facings.

No decorations may be placed on the glass windows.

No loose materials such as confetti or glitter of any kind may be used.

No decorations that will stain the tables or floors may be used.

Balloons that may rise to the ceiling are not allowed.

Any seasonal decorations put up by the parish will remain in place.

All decorations must be removed immediately after the event.

User Responsibility

Place trash in bags and make sure all are deposited in the dumpster outdoors.

All food, drinks, personal serving items, decorations and other items not belonging to St. John's are not to be left in the center.

All personal and/or rented items are to be removed from the center within 24 hours of the event, if possible.

The user is responsible for returning items to any rental agency.

Contracting user is responsible for the behavior of *all* their guests.

Any infraction of the law, destruction or damage of church property, abuse of fire alarms and elevator equipment will result in a damage fee to the contracting user and will also result in the termination of the event as determined by the Facilities Administrator.

St. John's is not responsible for theft, loss or damage to personal property. User is responsible for contracting their own security for events.

Kitchen Guidelines

No one may use kitchen for cooking during non-parish functions.

Kitchen may be used for warming food and organizing the serving of food.

Bring your own pots, pans and serving dishes.

St. John's kitchenware and equipment are not to be removed from the parish center.

Clean the kitchen completely and return it to its condition prior to the event.

Wipe out sinks and dry them; clean all appliances and equipment; clean the counter areas, floor, doors and walls.

An inventory of items in the kitchen and parish center will be taken by the Facilities Administrator.

Any missing or damaged items must be replaced by the User. Upon failure to replace the missing or damaged items within 7 days after the event, the damage deposit will be forfeited.

If the cost to replace the missing items exceeds the damage deposit, the user must pay the additional amount within 14 days after the event.