

**St. Mary of the Assumption
Milford, MA.
Parish Hall Use Policy**

NON-PROFIT ORGANIZATION USE

As a leader of an official St. Mary of the Assumption Church Sponsored Activity taking place in the Parish Center, please keep in following things in mind:

1. The parishioners of St. Mary of the Assumption Parish have funded the building and upkeep of the center you are using. During your activity you are entrusted with the stewardship of that building.
2. The leader of the activity is the **Event Supervisor** and is responsible for reasonable care of the facility and bears responsibility for damage, clutter or untidiness;
3. The following are responsibilities of the Event Supervisor:
 - a. Cleanliness of the facility in accordance with the Event Facilitator's Checklist;
 - b. Removal of rubbish to the specified receptacle;
 - c. Sweeping of kitchen floor if that room has been used;
 - d. Cleaning stove if used;
 - e. Ensuring that the walls, sills, Ceilings and other parts of the interior are protected from damage. Fasteners such as tape, nails, pins, tacks, etc. are not permitted in the facility. Decorations may be attached to existing corkboards and strips only.
 - f. Following the event, tables and chairs are set up as specified by the Parish.
4. Only use of the Parish Center agreed upon beforehand as other groups may be using the rest of the hall.
5. Failure to properly maintain, clean, and supervise the facility while it is under your stewardship may result in your organizations from being barred future use of the facility.

CHECK LIST: A checklist will be verified by the Event Supervisor and a Parish Representative on day of event.

REGULATIONS GOVERNING USE OF ST. MARY'S PARISH CENTER NON-PROFIT ORGANIZATIONS

St. Mary's Parish, for the purpose of promoting the usefulness of Parish property in the best interest of the community, hereby establishes the following regulations relative to public use of the Parish Center:

1. St. Mary's Parish reserves the right to grant free use of its facilities to educational and charitable agencies at its discretion.
2. A parish representative will inspect the facility before and after each event.
3. Circulation throughout the facility is restricted to areas recognized as essential to purpose of use.
4. Organization must provide personnel to properly supervise the use of the facility. The Event Supervisor's name(s) **MUST** appear on the application.
5. Organization will pay Parish for all damaged parish property or equipment.
6. St. Mary's Parish reserves the right to make changes to or cancel any activity, and to deny applications for use as deemed to be in the best interest of St. Mary's Parish.
7. State and local fire safety regulations must be adhered to at all times. Fire Lanes and other parking restrictions will be strictly enforced.
8. The legal posted occupant load for each space to be used is as follows and shall not be exceeded:

Average classroom	10
Main Hall	300
Small Hall	55
9. **Following use of the hall**, the Event Supervisor will ensure that **tables and chairs** are set up in the manner **specified** by the Parish.
10. Alcohol is only permitted on Parish grounds if the renter has obtained a "One Day Liquor License" from the Town of Milford and the following policy is followed:

One Day Beer and Wine Licenses:

- a. said license is obtained from the city or town for **EACH** event.
- b. a certificate of Liability Insurance **MUST** be obtained from the Diocesan Finance Office prior to **EACH** parish event with the One Day License.
- c. outside parties (including parishioners) renting facilities for private events where beer and wine (either or both) are to be served:
 1. must obtain from the city or town the One Day Beer and Wine License at their **OWN** expense.
 2. must provide the parish with a certificate of Liability Insurance that names the **PARISH** as additionally insured.
 - a. **this may be attached to one's Home Owner Policy or purchased separately**
- d. All of these conditions **MUST** be met well **PRIOR** to the event in question.

I, the undersigned, have read and agree to this acceptable use policy.

Event Supervisor's Signature _____

Printed Name: _____

Church _____

Representative:

**Hall Checklist
Non-Profit Organization
Pre Inspection**

<i>Large Hall</i>	<i>Kitchen</i>	<i>Bathroom</i>
Floor Swept	Floor Swept	No running water
Decoration Removed	Food Removed	Clean Floor
Damage to Chairs or Tables	Stove Cleaned	Paper Stocked
Coat Room Empty	Trash Removed	Trash Removed
Visible Damage to Walls or Hall	Counter Cleaned	Grounds
Trash Removed into Dumpster		No Trash: courtyard and parking lot

Comments: _____

Event Supervisor's Signature/Date: _____

Print Name: _____

Church Representative/Date: _____

Post Inspection

<i>Large Hall</i>	<i>Kitchen</i>	<i>Bathroom</i>
Floor Swept	Floor Swept	No running water
Decoration Removed	Food Removed	Clean Floor
Damage to Chairs or Tables	Stove Cleaned	Paper Stocked
Coat Room Empty	Trash Removed	Trash Removed
Visible Damage to Walls or Hall	Counter Cleaned	Grounds
Trash Removed into Dumpster		No Trash: courtyard and parking lot

TABLES AND CHAIRS ARE ARRANGED AS SPECIFIED BY PARISH

Comments: _____

Event Supervisor's Signature/Date: _____

Print Name: _____

Church Representative/Date: _____