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:

<table>
<thead>
<tr>
<th>Space</th>
<th>Load</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average classroom</td>
<td>10</td>
</tr>
<tr>
<td>Main Hall</td>
<td>300</td>
</tr>
<tr>
<td>Small Hall</td>
<td>55</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Large Hall</th>
<th>Kitchen</th>
<th>Bathroom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floor Swept</td>
<td>Floor Swept</td>
<td>No running water</td>
</tr>
<tr>
<td>Decoration Removed</td>
<td>Food Removed</td>
<td>Clean Floor</td>
</tr>
<tr>
<td>Damage to Chairs or Tables</td>
<td>Stove Cleaned</td>
<td>Paper Stocked</td>
</tr>
<tr>
<td>Coat Room Empty</td>
<td>Trash Removed</td>
<td>Trash Removed</td>
</tr>
<tr>
<td>Visible Damage to Walls or Hall</td>
<td>Counter Cleaned</td>
<td>Grounds</td>
</tr>
<tr>
<td>Trash Removed into Dumpster</td>
<td></td>
<td>No Trash: courtyard</td>
</tr>
<tr>
<td></td>
<td></td>
<td>and parking lot</td>
</tr>
</tbody>
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Comments: ______________________________________________________________
________________________________________________________________________
____________________________________________________________________________

Event Supervisor’s Signature/Date: _______________________________________
Print Name: ______________________________________________
Church Representative/Date: _______________________________________

Post Inspection

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TABLES AND CHAIRS ARE ARRANGED AS SPECIFIED BY PARISH
Comments: ______________________________________________________________

Event Supervisor’s Signature/Date: _______________________________________
Print Name: ______________________________________________
Church Representative/Date: _______________________________________
