

**HOLY SPIRIT CATHOLIC CHURCH
FACILITIES SCHEDULING POLICY**

- A Facility Use Application must be completed for all requests for room and/or facility use for a parish or a non-parish event. No general email requests or voicemail messages will be accepted. The application and scheduling policy can be obtained through the church office or on the parish website, www.holyspiritnc.org.
- An email confirmation will be mailed to all requestors.
- All set-up and clean-up is the responsibility of the facility renter. Property must be left as it was found.
- Rooms may be configured to meet the needs of the assigned group/ministry. Upon completion of the meeting or activity, the room must be reconfigured as it was prior to use.
- White boards should be wiped clean and reserved equipment should be left in the room upon completion of use.
- Paper and plastic products (plates, cups, plastic utensils, etc.) are available in the kitchen for use by Holy Spirit ministries.
- The kitchen is not to be used unless authorized in advance; dishes and linens used should be washed and put away.
- **No “room hopping”**. Use only the space which is identified on the Room Reservation Confirmation during the assigned time period. Should additional time be needed please contact the Parish Secretary.
- Rooms are not equipped to accommodate materials storage. Instructional support and educational materials brought in by the renter must be removed.
- Lights should be turned off after the completion of each meeting/activity and the heating and air units should be returned to the original setting.
- Food and drinks remaining after a meeting should be properly disposed of and trash placed in the dumpster behind the PAC.
- *Children must never be left unattended*. All children must be supervised by a parent or authorized adult. Failure to comply will result in cancellation of future room reservations and privileges to use the facilities.
- Please be respectful of others meeting on the campus. Loud or lengthy conversations should not be conducted in the hallways.
- Please be respectful of the working office staff.
- **All keys must be returned within 24 hours of facility use**; please make sure the front doors are secure if you are the last to leave.
- SPECIAL EVENTS COVERAGE MUST BE PROCURED FROM THE DIOCESE THROUGH THIS OFFICE AT A COST OF **\$100.00** TO COVER BODILY INJURY, PROPERTY DAMAGE, AND HOST LIQUOR LIABILITY. Funds and application should be in this office 30 days prior to the event. If self-insured through your homeowner’s policy; Holy Spirit and the Diocese of Charlotte must appear on the insurance certificate and a copy provided to the parish office.
- All deposits are due to the parish office at the time the application is turned in. Balance must be paid in full by the date of the event.

Suggested donations for use:	Deposit <i>(non-refundable)</i>	Parishioners	Non-Parishioners	No non-parishioner private parties in
Gym/Multi-purpose room	\$ 50.00	\$ 100.00	\$ 200.00	
Kitchen	\$ 50.00	\$ 100.00	\$ 200.00	
Class Rooms	\$ 0.00	\$ 0.00	\$ 50.00	
Dance Floor	\$ 50.00	\$ 100.00	\$ 200.00	

Community service events: no suggested donation, but must pay maintenance deposit and secure insurance coverage.
Failure to comply with this policy will result in a \$50.00 maintenance fee to be paid by the room/facility requestor.

Approved: _____
Father Carmen V. Malacari

Date: _____