

Sacred Heart Parish

254 E. 5th Ave. – Durango, Colorado 81301

(970) 247-3997

office.sacredheart.dgo@gmail.com

FACILITY USAGE REQUEST FORM

GROUP/MINISTRY: _____

FACILITY/ROOM REQUESTED: _____

DATE OF USE: _____

TIME OF USE:

Set up Time: _____

Start Time: _____

Finish Time: _____

Clean up Time: _____

Reason For Use: _____

Requested By: _____

Email: _____ Phone: _____

Person Responsible for Facilities During Event:

A **SECURITY DEPOSIT** of \$200.00 will be charged for each event. The security deposit is due at the time the reservation is made. The deposit will be refunded in full within two weeks of the event if there are no charges against security deposit. **NO EXCEPTIONS.**

*RETURN COMPLETED FORM TO THE PARISH OFFICE
ATTN: PARISH PRIEST*

Request Approved: _____

Parish Priest

Date

SECURITY DEPOSIT: \$ _____

IMPORTANT

- **DO NOT ASSUME USE OF FACILITY**, all requests will be confirmed after referring to the parish master calendar and properly notified.
- Because of liability and Diocesan Policy, events not sponsored or organized by the Parish will not be permitted to use parochial premises.
- Please advise of plans for additional church property usage. Do not move furniture around. Fold all tables and chairs and leave them in their place. No exceptions.
- We kindly ask that you return facilities better than you receive them. Please empty trash cans and dispose all trash on the dumpster behind parish hall. Clean after your event.
- NO tape or nails on the walls
- Please use the back of this page for any additional notes. Key must be pickup during office hours the day before the event. A \$200.00 deposit is required for all events

PARISH HALL CLEAN UP REQUIREMENTS

The Individual who is requesting the use of the facility is responsible for the following clean up procedures. Failure to comply with requirements will result in forfeiture of security deposit and possibly a charge for clean-up and / or refusal if the use the parish hall in the future.

General Rules - NO EXCEPTIONS:

- All trash put in the dumpster. This includes trash from trash cans located in restroom areas used during the event. The dumpster is located outside behind Parish Hall.
- Any Dishes and cooking utensils that were used must be washed, dried and left neatly on its proper place.
- Sinks must be cleaned.
- Any Kitchen appliances and equipment that was used should be cleaned.
- Wipe down all counters and work surfaces.
- All decorations and props used must be removed immediately. The parish is not responsible for decorations, etc. left after the function.
- All tables and chairs should be folded and moved against the walls, unless instructed otherwise.
- The kitchen floor should be swept and a damp mop used to clean any spots.
- Do not leave food in the refrigerator. Arrangements should be made prior to the event for any leftovers to be distributed. (Whether to parishioners or other organization).
- Any item (whether it be food, dishes, decorations, ice-coolers) left in the Parish Hall will be disposed of unless clearly marked. Church is not a storage place. Take your stuff with you.
- The inventory in the Parish Hall supply room (such as napkins, coffee supplies, paper products, etc.) is for Parish sponsored functions only. Group or Individual Events are responsible for supplying their event with the items necessary for hosting the event. Permission must be granted to use parish supplies.
- The Parish Hall should be left in satisfactory condition. Satisfactory condition means in the same condition, or even better condition, in which it was found upon your entry.

I HAVE READ AND AGREE TO THE TERMS ABOVE:

Signature of person responsible for event.