

**NATIONAL SHRINE OF THE LITTLE FLOWER
POLICY FOR USE OF PARISH FACILITIES**

1. The National Shrine of the Little Flower policy for the use of Parish facilities is as follows:
2. Any person or group requesting the use of Parish facilities must have a direct relationship with the Parish; i.e. official parish group/organization or parish sponsored group/activity. Persons or groups not affiliated with the parish or sponsored by the parish are NOT authorized to use its facilities.
3. Parish facilities are available on a first-come first-served basis. An exception would be when the size of a group necessitates a change in location. The Parish Administrative Assistant/Rectory Office will determine all changes.
4. A Parish Facilities/Room Request and Set-Up Request must be submitted a minimum of two weeks prior to the anticipated need of a facility for approval by the Rectory Office. (This form can be obtained via Shrine's web site at <http://www.shrinechurch.com> and click on [Contact Us](#) and look for the Parish Facilities Listing. You can also pick up a copy from the Rectory Office Reception Desk.)
5. Equipment or room set-up requests (not listed on the Parish Facilities/Room Request and Set-Up Request Form) must be made in writing and submitted to the Parish Office a minimum of two weeks prior to the scheduled date.
6. The "special insurance" question on the Parish Facilities/Room Request and Set-Up Request Form must be marked "yes" when alcohol will be served at an event.
7. If any parish facility is to be used when the parish maintenance personnel cannot do the set-up due to the time of the event, the person or group using that facility will be responsible for setting up and cleaning up same.
8. A **Facility Feedback Form** will accompany the key when you sign it out. Use the form to communicate the general facility condition and notify us of the need for special maintenance:
9. **General clean up is required by a group or organization using Shrine facilities (as outlined below).** If specific clean up is required (i.e. spills, lights burned out, or damage to facility or contents) the group or organization is responsible for notifying the maintenance staff or Rectory Office within 24 hours (See Policy 8).

Any group or organization not complying with these policies or demonstrating a lack of respect for Shrine property/facility will **NOT** be allowed to use Shrine's facilities in the future. **NO EXCEPTIONS!**

9.1. Upon arriving note condition of facility/area/room on the **Facility Feedback Form**.

9.2. After function:

- 9.2.1. Throw out all disposable items used
- 9.2.2. Package and remove all remaining food and drinks
- 9.2.3. Take all empty cans and bottle with you
- 9.2.4. Wash and put away any dishes used
- 9.2.5. Wipe out sink
- 9.2.6. Wipe off all kitchen counters
- 9.2.7. Wipe off any tables used
- 9.2.8. Hang up wet towels to dry
- 9.2.9. Vacuum or sweep floor if needed
- 9.2.10. Pick-up any paper on the floor in the bathrooms and shut off light
- 9.2.11. Bag up all garbage and put in dumpster (behind Seton Hall near garages)
- 9.2.12. Shut off all lights
- 9.2.13. Lock all doors when you exit
- 9.2.14. Place **key** and **completed Facility Feedback Form** in the Maintenance Drop Box.

The loss of privileges will result if any party fails to follow the above policy and/or submit paperwork within the required time.

The Pastor has final approval regarding the usage of all parish facilities and reserves the right to disallow the future use of any facility by those who have been disruptive and/or destructive with any property of the National Shrine of the Little Flower.