

# The Church of Our Lady of Victory

## POLICY REGARDING THE USE OF PARISH FACILITIES FOR NON-PARISH EVENTS

Parish events are scheduled by parish and school staff, as well as pastoral council and standing committees of the parish. These events are part of the normal parish calendar.

1. Requests are to be made in writing and are to include:
  - a. Date of event
  - b. Time of event
  - c. Type of Event
2. Admission is to be without payment and open to all. A free will offering may be collected.
3. Events may not take place in the sanctuary, that is, on the area around the altar and pulpit.
4. The performers and audience must be dressed in a manner which is fitting to the sacred character of the space.
5. The organizer(s)/performers(s) will declare in writing that he/she/they accept legal responsibility for expenses involved, for leaving the church in order, and for any possible damage incurred.
6. There is to be no food or drink in the church worship space. Food and beverages may be served in the Fellowship Hall or Gymnasium only, and only with prior approval.
7. All facilities are smoke-free. Alcohol and/or drugs may not be used or sold anywhere on church grounds.
8. The Church of Our Lady of Victory requires a deposit of \$200 (refundable) and a non-refundable fee (see pg. 8 of policy handbook for fee structure) of \$ \_\_\_\_\_.
9. Church of Our Lady of Victory retains the privilege to deny any request for any event in the church building. Decisions will be made on the content of the event, which needs to be submitted to Our Lady of Victory at the time the event is planned.

### STATEMENT OF AGREEMENT:

*I/We have read, understand and agree to abide by the above policy. I/We agree to take legal responsibility for expenses, for any damage incurred, and for leaving the church in order. I/We understand that a refundable deposit of \$200 and a non-refundable fee of \$ \_\_\_\_\_ is required for having an event at Our Lady of Victory, and that payment is included with this contract. I/We understand that our agreement to these terms does not imply permission for an event.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_