

Rules for St. Francis Xavier Facilities (revised March 15, 2010)

1. Organizations/individuals wishing to use SFX facilities must make reservations on the master calendar in the Parish Office. The reservation is finalized only when the contract is signed and all fees paid in full as well as the insurance fee (if applicable).
2. Organizations that use the kitchen and/or refrigerator must have all items clearly marked as belonging to them. All items left after 2 days will be disposed of.
3. Kitchen must be cleaned after use. Non-church sponsored groups using the kitchen should bring dish cloths and towels. All kitchen utensils, dishes, etc. must be washed and put away. Sinks must be washed out and the floors swept.
4. All garbage must be bagged and taken to the dumpster. Do not leave trash in carts outside the kitchen door.
5. Ordinary parish functions (e.g. meetings) must conclude by 9:30 p.m. Special functions (e.g. wedding receptions) must conclude by 12:00 a.m. (premises vacated).
6. Wedding receptions are required to have a security guard on the premises (\$20 per hour). The guard is provided by the church.
7. Only table and free standing decorations may be used. NO CONFETTI OR GLITTER (including metallic confetti) may be used to decorate.
8. Nothing, no rice, bird seed, confetti, bubbles, glitter may be thrown or scattered anywhere on the premises. Sparklers are also not allowed.
9. Children are not to be left unsupervised at any time on the premises.
10. Any moisture-producing container may not be placed on wooden, carpeted, or VCT tile floors.
11. Beer, wine, and champagne are allowed. NO LIQUOR IS ALLOWED. Service must conclude by 10:30 p.m. in order to vacate the premises by 12:00 a.m. (See #5.) Alcohol may not be stored overnight prior to an event.
12. The area outside this facility must be cleared of cups, flowers, and any other debris.
13. Nothing may be glued, taped, or pinned to any surface in this facility.
14. No tables or chairs can be taken out of the rooms.
15. Large coffee makers may be used for any function.
16. NO SMOKING is allowed inside any building.
17. Only trained personnel may use kitchen equipment in the Parish Hall, including the stove and dishwasher.

(OVER)

18. The panel used to divide the Parish Hall may be moved by SFX maintenance personnel only.
19. All lights, AC/Heat must be turned off and **all doors locked** before leaving.
20. St. Francis Xavier Church is not responsible for any items left unattended prior to or after an event.
21. There will be no open, personal beverage containers in the kitchen while the kitchen is in use, INCLUDING ALCOHOLIC BEVERAGES. (Jefferson County Health Department).
22. Fabric tablecloths are for church sponsored events/functions only.

Please contact Janet Harrod at least 1 week prior to your event.

Email: harrod@charter.net

Home: 979-7073