

Most Blessed Sacrament Facilities Usage Guidelines & Policies

FEE STRUCTURE. The following fees apply to the reservation of Parish space:

	Family Life Center	Parish Hall
Usage Fee	\$2000.00	\$500.00
Deposit Fee	\$1000.00	\$500.00 (refundable by request)
Clean Up Fee	\$500.00	\$300.00

Usage and Deposit fees may be waived for any of the following.

- Individual has donated \$2000.00 or more to the Parish during the past 24 months
- Individual has participated actively in Church ministries over the past 24 months.
- Individual has actively served on Church committees during the past 24 months.

All fees are due when contract is signed.

All contracts must be signed at least 30 days prior to the event.

FACILITIES USAGE REQUEST DEADLINE.

- All requests for use of the facility must be submitted at least one (1) month prior to the date of the scheduled activity, and all fees must be paid by the appropriate deadline.
- No double booking is allowed.
- Private receptions will be allowed for weddings and 25/50 yr renewal of weddings vows only.

RIGHT OF REFUSAL. Facility Management reserves the right to deny use of Parish facilities for any event activity, or function deemed inappropriate for the facility or the Parish as a whole.

HOURS OF OPERATION.

- Since we are located in a residential neighborhood Receptions and other evening events must conclude by 11:00 P.M.
- Additional time will be scheduled after an event to allow for clean-up.

USE OF ALCOHOL. The following restrictions apply to the serving of alcohol on Parish premises:

- An on-duty Arlington police officer must be present on Parish premises throughout the scheduled event. Hiring and payment of the police officer is the responsibility of the individual who signs the Facilities Usage contract. Contact the Arlington police at 817/459-5700
 - The Parish must secure a bond for potential liabilities when alcohol is served. An individual reserving space and serving alcohol must pay the \$95 fee for the bond.
 - No alcohol is allowed outside the hall. Beer and wine only. No cash bars.
- Alcohol may not be served unless a full meal is provided.

CATERING, The following restrictions apply when a caterer is hired for food service, using the Parish facility:

A copy of the catering contract must be provided to the Facilities Manager.

- The use of glassware is allowed in the Family Life Center however, it will be the responsibility of the person reserving the space (or the hired caterer) to immediately clean up the area due to breakage or spillage. Coffee grounds, bones, etc. should not be put into the garbage disposal.
- Available space in refrigerators may be used during the event only, and all items must be removed at the end of the event.

All general food sanitation guidelines will be followed.

- Caterers should remove all of their equipment before the user group leaves.

USE OF FURNITURE. Furniture available to facility users may be arranged in any configuration in the Parish Hall or Family Life Center. Additional furniture may be brought in with the approval of the Facilities Manager.

SMOKING:

Smoking is prohibited inside the Parish facility.

Smoking is permitted outdoors, and ashtrays are provided for the disposal of ashes and cigarette butts.

DAMAGES. Facility users will be responsible for all damages to facilities and to facility support equipment, and for any personal injury resulting from this use.