

Most Blessed Sacrament Catholic Church

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General Policies for Scheduled Use of the Parish Facilities

Disclaimer: *The following is provided for informational purposes and is intended to be used as a guide, prior to scheduling the use of Parish space for personal or organizational use. If you have unusual circumstances or special needs, please contact the Parish Office to discuss them.*

Our Parish facilities were built for the use of the community and its members. To ensure the proper handling of your request, preparation of space, and set-up of utilities and other requirements, please carefully review the following policies.

1. Adults who **regularly** coordinate or volunteer in child-attended events **which are held on Parish property** are required to have completed four (4) hours of mandatory "Keeping Children Safe" training.
2. A signed Room Request Form must be completed to schedule the use of any Parish space for an event.
3. Events scheduled to take place during **NON-business hours** must be scheduled **10 days in advance**.
4. Events can be scheduled only 30 days in advance, with the exception of wedding receptions, diocesan events, etc. Groups that have recurring space needs, such as gym usage, must also schedule in 30 day increments, in order to allow for the needs of others.
5. Recurring Parish functions can be scheduled only during a current fiscal year (July 1st through June 30th). Event dates and times desired during an upcoming fiscal year should be scheduled after the start of the new year on July 1st.
6. If a scheduled event results in "no-shows", without prior Parish Office notification, any remaining events scheduled for that individual/group will be cancelled.