

GUIDELINES REGARDING THE USE OF SACRED HEART CATHEDRAL

I. The use of the Cathedral facility shall be arranged with the Rector, based on the following guidelines, at his discretion.

A. Cathedral: May be used for funerals, weddings, and special Liturgical Services. There is a \$350 user fee. There is no charge for registered parishioner funerals. In addition there is a \$100 refundable deposit for weddings and funerals.

Mary Chapel May be used for weddings, and special liturgical Services. There is a \$100 user fee. In addition there is a \$50 refundable deposit for weddings.

Social Hall: Use of the Social Hall for half-day meetings and evening meetings will be charged a \$100.00 user's fee. Use of the Hall for all day meetings/workshops will be charged a \$100.00 user's fee. For groups such as the Scouts and other non-profit groups the fees may be reduced or waived altogether, at the discretion of the Rector. In addition there is a \$50 refundable deposit.

Meeting Rooms: Use of the meeting rooms/classrooms will also be charged a user's fee of \$25.00. Rooms are to be left as found: furniture set up for classroom use, neat and clean.

Kitchen Facilities: May be used in conjunction with the Social/Hall Meeting Rooms. There will be a \$50.00 user's fee.

Nursery: May also be used in conjunction with the Social Hall/Meeting rooms. The nursery must be clean and returned to the condition in which it was found. Groups meeting in the building are encouraged to contain children in the nursery and must arrange their own supervision. A \$25.00 fee is required.

Multiple Rooms Use: Adjustments of fees may be made by the Rector with the user.

Use of the facilities include the following conditions:

- 1** *The areas used shall be restored to their pre-use condition upon the groups departure. Including placement of furniture and trash removal.*
- 2** *Smoking and use of alcohol is prohibited. (Rector Discretion)*
- 3** *The use of the facilities by more than one group, at any given time will be determined by the Rector.*
- 4** *The name "Sacred Heart Cathedral" or "Catholic Church" be used only in advertising the location of the sponsored activity, and not in the endorsement of the activity.*

Traffic Control **Groups using the Cathedral are responsible for their own traffic control.**

II. *Church materials/furniture may be loaned out for special functions to registered parishioners. Responsibility for such use rests with the borrower who must make arrangements with the Rector ahead of time. A deposit may be required. Donations will be accepted. Transportation is the user's responsibility.*

III. *If, per chance, a previously unscheduled Church event (such as a funeral) conflicts with an earlier arranged use of the facility by another group, the group originally scheduled to use the facility may be asked to postpone or cancel it's planned use for that time. If use is canceled, any fees paid will be returned.*

I, _____ representing _____

have read the conditions on the reverse side of this page, find them acceptable, and will comply.

I request that this organization use area/s:

for purpose

on (dates/times)

Group Representative and Title

Cathedral Rector/Delegate

Address

Date

Phone

For Office Use Only

Check(s) attached in full payment of required fees and deposits.

Fees Paid **Date:** _____

Check # _____

Deposit **Date:** _____

Check # _____

Deposit **Returned:** _____

Check # _____