

WEDDING USE OF ST AGNES PARISH FACILITIES RULES AND GUIDELINES

General Information

St. Agnes facilities are available for use by parishioners only. Use by anyone that is not a parishioner or to any outside group must be approved by the pastor.

Aloysius Hall Usage Fee \$100 (Effective January 1, 2007)

We have an alternative space available in the hallway which has a mirror and chairs. There is **not a charge** for use of this space.

If you use Aloysius Hall, because it is within our worship space, certain activities will not be permitted. Scheduling of Aloysius Hall will not be allowed during any Eucharistic Celebration. Should a funeral occur on the day you are scheduled to use Aloysius Hall and the hall is requested for a funeral reception, your reservation of the space will be pre-empted. You will receive notification from the Parish Office, your Usage Fee will be reimbursed, and you will be asked to use the alternative hallway space at no charge.

Anyone using the facilities is responsible for any theft, vandalism or damage that occurs during the event.

- Smoking is **NOT PERMITTED** in any parish facilities.
- Alcohol is **NOT PERMITTED** anywhere on the grounds the day of your wedding.
- Simple food, such as sandwiches, will be allowed as long as waste is properly disposed of.
- Proper supervision will remain the responsibility of the user.
- Whether you are using Aloysius Hall or the hallway, you will be responsible for leaving the space as you found it.

KEYS AND SECURITY

Arrangement for keys to Aloysius Hall can be made with the Parish Office during normal business hours. Keys must be signed out in the Parish Office by Thursday, the week of the wedding.

It is the user's responsibility to secure all doors.

It is the user's responsibility to return the keys to the Parish Office at the end of the event. If the Parish Office is closed, please slide the key through the mail slot in the front door.

I/We have read and understand the above RULES AND GUIDELINES and agree to these terms.

I/We have chosen to use: (Please check one) Aloysius Hall ___ Hallway _____

Date of Event: _____

Time: From _____ To _____

Responsible Party: Name _____

Address _____

Phone Numbers: Work _____ Home _____ Cell Phone _____

SIGNED (Facility User): _____

PARISH FEE PAID: _____ ACCEPTED BY: _____

St. Agnes Employee

Exculpation Clause: The undersigned shall indemnify and hold St. Agnes Parish and the Archdiocese of Louisville harmless for all loss, damage, liability or expense resulting from any injury to or death of any person, or any loss or damage to any property caused by or resulting from any act of omission of said organization or group or any officer, agent, employee, guest, invitee or said visitor of said organization or group in or about St. Agnes Parish. User is responsible for any theft, vandalism, damage of any kind which occurs during the event.

I have read and fully understand the above agreement and understand that the RULES AND GUIDELINES FOR USING ST. AGNES PARISH FACILITIES are a part of this contract.

SIGNATURE: _____

DATE: _____

Please return this contract to Jacki at the rectory office two months before your wedding.