

The Church of the Holy Spirit

245 West Pine Street, Palmyra, PA 17078
Phone: (717) 838-3369 Fax: (717) 838-3065

Facility Use Guidelines

1. HOLY SPIRIT CHURCH FUNCTIONS HAVE PRIORITY OVER ALL OTHER USE.
Facilities are intended for use by parishioners for parish-related activities.
Scheduling preference: *parish sacramental functions and related social events (including but not limited to) liturgies, Annual Lenten Fish Fry; Vacation Bible School; PREP; RCIA; Youth Ministry; Annual Festival; Flea Market; Council and related ministry meetings, etc.*
A Parish-wide calendar will be established by the end of each fiscal year (June 30). All persons whose meeting will be ongoing through the year are encouraged to attend the calendar meeting in May. Those not in attendance will have their requests honored in deference to those of the attendees.
2. Absolutely no political, business "For Profit" or Non-Religious Organizations, except at the pastor's discretion.
3. A two-month notice for use of the facility is needed. All requests are handled through the Parish Manager and must be approved by the Pastor.
This notice is to be given via the form(s) available on the Parish Website and in the Pastoral Center. Telephone calls and personally generated letters, forms, etc., will NOT be acknowledged!
4. An organization may be asked to relinquish the facility for any given date or time if there is a conflict with a parish event or there are misuses/damage to the property.
5. All parties are responsible for any/ all set up, clean up, garbage removal and resetting of the space used.
6. Keys must be signed in and out and may NOT be duplicated for any reason.
7. Alcoholic beverages are permitted, by those of legal age, ONLY with the Pastor's permission.
Chaperones/Supervisors of events may NOT consume alcohol, and are responsible for the actions of those who do.
8. If alcoholic beverages are permitted to be consumed, ALL SUCH BEVERAGES MUST BE REMOVED FROM THE PROPERTY AT THE CLOSE OF THE EVENT. Failure to do so will result in revocation of privileges.
7. Structural changes may not be made to the building; changes to the parish facilities, and the equipment/furniture contained therein, without the consent of the Pastor. Nails, tacks, pins, transparent tape, double-stick mounting foam, masking tape, duct tape, putty or any other similar items may NOT be used to attach anything to the doors, windows or walls of any of the parish facilities.
8. The Parish will not be responsible for loss or damage to the property of the user of the facility.
9. Items, materials, services and printed information may not be sold and/or posted without the permission of the Pastor or Parish Manager.
10. Anyone using the kitchen must be sure to secure it before leaving, after having made sure the following:
the dishwasher is turned off; all refrigerator/freezer doors are sealed; pilot lights are lit;
Veranda door is locked and all fans have been turned off.
11. ALL CONSUMABLES AND/OR DECORATIONS MUST BE REMOVED FROM THE PROPERTY!
If they are to be "donated" to another group/organization, they must be clearly marked with that group/organization's name (and consumables marked with a date).
12. If separate dates are needed for preparation and/or clean up of the facilities, separate forms must be filled out for each request.
13. It is the user's responsibility to ask questions if an area of concern is unclear.
14. **Use of the facilities is a privilege and is to be treated in that way.**

I have read, understand and agree to the Guidelines for The Use of Holy Spirit parish facilities:

User's Name (Please PRINT)

User's Signature

Date

This form is to accompany the User of Facilities Request form.