

St. Anne/St. Anthony
ACTIVITY REQUEST FORM

Activity/Activities: _____
(Example: Christmas Fest, Jambalaya Fundraiser for Youth Group, etc.)

Facility/Facilities to be used: _____
(Example: Grounds, Activity Center, Classroom, etc.)

Dates Requested: _____

Time/s: _____ to _____

Estimated cost: \$ _____ x _____ = \$ _____
(per activity) (# of activities) (Total cost)

To be funded by _____
(Example: Donations, Church Funds, Fundraisers, etc.)

Activities to be held: (Example: water games outside, speakers, movie, games in building, snacks, etc.)

This activity is being planned for _____
(Example: All parishioners Preschoolers, High School, Altar Society, etc.)

I have received and agree to abide by the *Usage Policy*. I understand that in case of an emergency, such as a funeral, this request is subject to change after receiving approval. I also understand that it is at the Pastor's discrepancy to receive approval from the appropriate Finance Council/s.

(Signature of Person Requesting to Use Facilities) (Date)

Office Use:	
Date Received: _____	
Approved: _____ (Pastor's signature)	_____ (Date)
Not Approved: _____ (Pastor's signature)	_____ (Date)

St. Anne/St. Anthony Usage Policy

Reserving the Center:

Reservation for any facility requires the completion of the St Anne/St. Anthony Activity Request Form. The application must be reviewed and approved by a St. Anne/St. Anthony parish official. If applicable, insurance must be purchased for the event at least two weeks prior to the event and must go through the church parish office and purchased through the Diocese of Baton Rouge. Usage of facilities must end 1 hour before a Church function and cannot begin until ½ hour after a Church function. Reservations are for the dates specified on the Request Form. For evening functions, any entertainment, band, DJ, PA system, etc. must end by 11:30 p.m. Dispersal of guests, cleanup and/or removal of personal items may extend past this time.

Usage Not Permitted:

No function will be permitted on Church premises which would be in violation of divine or Church law or would further such a violation. Wedding celebrations or receptions, which do not have the blessing of the Catholic Church, are prohibited by Diocesan and Parish regulation. The rental of the Activity Center is not permitted during Church functions. Political functions, including victory parties, functions involving the sale of goods or services, or charging for admission, will not be permitted. Individuals and/or organizations **unwilling** to agree to the terms of the Activity Center Usage Policy will not be allowed to rent the center.

Capacity of Center:

The maximum Center capacity is 200 people. This capacity is decreased by 8 people for every folding table set out during the function. For example, if 10 tables are set out, the Activity Center capacity is reduced to 120 people.

Cleanliness:

The Activity Center and facilities are expected to be left in a condition of general cleanliness. Anything requiring more than light mopping of the floor is considered unacceptable. Waste receptacles are to be emptied into the Allied Waste canister next to the church building. Tables, counters and kitchen are to be cleaned of leftover food, beverages, cooking and eating utensils. No cooking will be allowed in the Activity Center, only basic warming of food.

Absolutely Prohibited:

Smoking is not permitted in the Activity Center or on the church grounds.

Alcohol is not permitted in the Activity Center or on the church grounds.

The use of pins, nails, glue, tape, etc. in a way that causes damage to cabinets, walls, ceiling, furniture, floors, is not permitted.

Accidents and Damages:

The lessee hereby agrees to indemnify the Parishes of St. Anne and St. Anthony from any and all damages caused by any person participating at the function. The lessee agrees to pay for the defense of St. Anne, St. Anthony Parishes and the Diocese of Baton Rouge in the event that any of these are sued for any reason connected with the use of the premises. The Parishes of St. Anne and St. Anthony and the Diocese of Baton Rouge shall have the right to choose their attorney to defend themselves in the event of such a suit, with the lessee having the responsibility to reimburse the Parishes of St. Anne and St. Anthony and the Diocese of Baton Rouge in the event that such a suit is filed,

The lessee hereby agrees to hold the Parishes of St. Anne and St. Anthony and the Diocese of Baton Rouge harmless from any damages caused to or by any person who is participating at the function in the event that there is a suit involving the use of the premises.

The lessee hereby agrees to protect, indemnify, and hold harmless the Parishes of St. Anne and St. Anthony and the Diocese of Baton Rouge from any and all loss, cost, damage or expense arising out of or from any accident or

other occurrence on or about the premises, causing injury to any person or property, and will protect, indemnify and hold harmless these from any and all claims, cost, or expenses arising from any failure of the lessee in any respect to comply with and perform all requirements and provisions agreed to and required by law, or ordinance during the rental period.

Pursuant to this, the lessee hereby agrees to make every effort during the course of the function to maintain adequate standards of cleanliness and safety.