

St. Louis de Montfort
Standard Operating Policy

Facility Usage
SLDMPOL06

Approved *pac*

Date 10/21/08



Purpose The purpose of this policy is to establish a fair and consistent approach to approving facility usage at St. Louis De Monfort.

Scope This policy applies to all staff and parishioners.

Related

Documents Inspection Form.pdf, Facility Reservation Request.doc, Facility Use Agreement.doc, Rental Agreement St. Louis deMonfort Catholic Church.doc

Definitions None

Scheduling for the use of all parish facilities will be done through the parish office receptionists and approved by the Pastor or Director of Ministry and Operations (approval required for all Hall rentals).

Craig Willy Hall may be rented only with prior approval to parishioners (and non-parishioners at a higher rate) for personal use with some restrictions. (see Facility Reservation Request Form and Facility Use Agreement).

All other church property, especially the Ministry Center, will be used for Ministry-related activities only and may not be used for personal reasons, ie., wedding receptions, birthday parties, etc.

No person or business may use any church property to provide products or services for personal income gain (i.e., private guitar lessons, etc.). There may be certain situations where a contractor provides services closely related to the mission and purpose of the Church that are requested by the parish (speakers, training, instruction, etc.). In those cases, all fees, etc., must be paid to the parish and the parish will issue payment to the service provider. Generally, it is illegal to use non-profit property and facilities for personal gain of any kind.