



## St. Peter Parish Center: Usage Policy

The St. Peter Parish Center is a vital part of our parish community life. In order to assure its proper use, a set of guidelines for the use of the parish center have been updated. These have been approved by the Pastor and Parish Council.

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1. The parish center was built for the use of the parish community.
2. Parish activities, and in particular, religious education, have primary use of the parish center.
3. Use of the parish center does involve cost, such as heating, cooling, water, cleaning, supplies.

### GUIDELINES:

- I. Use of the center shall be in the following order of preference:
  - A. St. Peter Church and activities
  - B. Parishioner private use, for example, wedding shower, birthday, or anniversary
  - C. Community use
- II. All meetings and activities must be scheduled in advance, including parish activities. This is completed by calling the parish office to reserve the date and time. The reservation will be on the office calendar with the event and contact information (person and phone number).
- III. No fundraising activities, other than those approved by the Parish Council, are allowed. The parish office will share the upcoming calendar events with the Parish Council monthly.
- IV. No political activity, groups or gatherings are allowed, except as a polling place or by the approval of the activity at the discretion of the Parish Council.
- V. No equipment or furniture may be removed from the parish center.
- VI. No items may be taped, tacked, or fastened to any surfaces in the parish center.
- VII. Parishioners will not be charged for the parish center use.

- VIII. Non-parishioners will be required to pay a one hundred dollar (\$100.00) fee for the event. Twenty-five dollars will be returned, if the parish center is restored to its original state of cleanliness after the event and approved by the office staff.
  
- IX. All renters are required to provide a certificate of insurance which names the Diocese of Springfield in Illinois and St. Peter Church as “Additionally Insured” with the limits of \$100,000.00 for bodily injury and property damage.
  
- X. ALCOHOLIC BEVERAGES ARE PROHIBITED
  
- XI. These guidelines are subject to revision by the Pastor and the Parish Council.

I, the undersigned, have read the St. Peter Parish Center Usage Policy and agree to comply with the stated guidelines.

\_\_\_\_\_  
Date of event

\_\_\_\_\_  
Length of time

\_\_\_\_\_  
Signature of renter

\_\_\_\_\_  
Signature of St. Peter member or employee

\_\_\_\_\_  
Amount received.

\_\_\_\_\_  
Amount returned after the event.