

All organizations or individuals requesting a room for a meeting or event must fill out a Facility Usage/Rental Form. Please be aware that most St. Thomas the Apostle events are scheduled far in advance and your desired room and date may not be available. We will do our best to accommodate your needs. Fees and Deposits from Parishioners will be due (one month before event) once your date and space has been approved and placed on the master calendar.

Facility Usage Form (Organizations)

St. Thomas the Apostle Catholic Church Facility Usage/Rental Form

Bring the completed form to the Parish Office:

St. Thomas the Apostle Catholic Church

Facility Usage/Rental

4100 S. Coulter St.

Amarillo, TX 79109

- OR -

FAX the completed form to the Secretary:

FAX: (806) 358-2529

- OR -

Email the completed form to the Building Administrator

with the subject line as **Facility Usage/Rental:**

Email Address: bwebb@stthomasamarillo.org

From Adobe Reader's menu select **File** then select **Send To**

Email Address: bwebb@stthomasamarillo.org

Request to Use Parish Facilities

St. Thomas the Apostle Catholic Church | 4100 S. Coulter | Amarillo, TX 79109

Department / Organization / Group

Contact Person

Event/Purpose

Event Date Calendar DAY(s) (M T W Th F S Su) Calendar DATE(s)

Event Occurrence: Once / *Weekly / *Monthly / Annually

*Event Range START Date END Date

Event Time START Time (AM/PM) END Time (AM/PM)

Requested Space(S):

Church	<input type="checkbox"/>	Parlor	<input type="checkbox"/>	Marian Room	<input type="checkbox"/>	Library	<input type="checkbox"/>
Chapel	<input type="checkbox"/>	Kitchen	<input type="checkbox"/>	Bride's Room	<input type="checkbox"/>	The Dwelling	<input type="checkbox"/>
Parish Hall	<input type="checkbox"/>	Gym	<input type="checkbox"/>	Groom's Room	<input type="checkbox"/>	Other(s)	<input type="text"/>

Anticipated Attendance

Serving Alcohol? (ONLY beer & wine are suggested) Yes/No

Set-Up Date Calendar DAY(s) (M T W Th F S Su) Calendar DATE(s)

Set-Up Time START Time (AM/PM) END Time (AM/PM)

†Kitchen Cabinets:

None Requested	<input type="checkbox"/>		
Plates	<input type="checkbox"/>	Silverware	<input type="checkbox"/>
Glasses	<input type="checkbox"/>	Serving Pieces	<input type="checkbox"/>
Pots, Pans, etc.	<input type="checkbox"/>	Cooking Utensils	<input type="checkbox"/>
S&P Shakers	<input type="checkbox"/>	Other	<input type="text"/>

†Kitchen Cabinets will **NOT** be opened for use **WITHOUT** a prior request on this form / **NOR** will caterers be granted access to the kitchen cabinets.

†Audio/Visual:

None Requested	<input type="checkbox"/>		
Microphone	<input type="checkbox"/>	Projector/Screen	<input type="checkbox"/>
DVD/CD Player	<input type="checkbox"/>	Computer (for flash drives)	<input type="checkbox"/>

†Audio/Visual equipment is **NOT** available for use **WITHOUT** a prior request on this form.

A/V NOTE: Just because you have a facility key, does NOT entitle you the right to use the A/V equipment, especially, if you don't know what you are doing. There is never a problem with using A/V equipment with permission and proper instructions.

It is fully understood that the occupied area(s) will be returned back to its/their original state, (unless previous arrangements have been otherwise made), as before the event occurred. This is in regard to both the placement of tables and chairs, as well as, the cleanliness of the scheduled area(s). Any problems, damages and/or needed repairs resulting from the event NEED to be reported to the Building Administrator immediately.

I WILL BE RESPONSIBLE FOR THE PROPER USE AND CLEAN UP OF THE PARISH FACILITIES I HAVE REQUESTED TO USE:

Date	Staff / Coordinator / Volunteer
Contact Number	CELL/Home/Work/Other

General Information:

Entrances & Parking

Msgr. Tash Parish Hall	Entrance D	North Parking Lot
Parlor / Kitchen / Groom's Room	Entrance C	North Parking Lot
Gym / Marian Room	Entrance H	South Parking Lot
Library / Bride's Room	Entrance A	South Parking Lot
The Dwelling	Entrance G	West Parking Lot

Alarmed Areas


- Library
- Marian Room
- Bride's Room
- Groom's Room
- The Dwelling





POLICY GOVERNING THE USE OF PARISH FACILITIES ST. THOMAS THE APOSTLE PARISH

– Revised April 20, 2014 –

- A. This policy covers the use of all *Parish Facilities* for the following purposes:
 - 1. Parish functions
 - 2. Parish Organizational functions
 - 3. Parish Family/Member functions
 - 4. Pastor's Discretionary functions
- B. Use of the facilities for Diocesan and Community activities will be at the discretion of the Pastoral Council and Pastor.
- C. REGISTERED ADULT MEMBERS of St. Thomas the Apostle Parish may be granted use of the facilities for family affairs. The member requesting the use of the facilities will be responsible for the rules and restrictions below and *must be* in attendance at the scheduled event/function(s).
- D. The facilities may not be used for non-church related or work-associated meetings without the approval of the Pastor.
- E. With the *exception* of parish functions, parish organizational functions, discretionary diocesan functions, weddings, quinceneras, anniversary and birthday celebrations, use of the Parish Facilities may not be scheduled more than a month in advance.
- F. Even though a scheduled family function may have met all the necessary requirements, parish functions, especially funerals, take precedence over other scheduled functions. However, everything possible will be done to accommodate both functions in the facility.

RULES, RESTRICTIONS, & GUIDELINES

- 1. A rental fee, plus a cleaning/key deposit equal to the rental fee, is required when the facilities are being used for all non-parish/organizational functions such as weddings, anniversaries, birthdays, quinceaneras, parties, dances, etc. In addition, there is a *required* diocesan insurance policy that must be purchased for all these functions. All fees and deposits are due ONE month before the function to confirm rental.
- 2. Beer and wine may be served at all functions; however, all hard liquor is *strongly* discouraged without proper supervision and consideration. There should also be special consideration in serving alcohol at any function or event in which minors are present. (See attached Parish and School Facilities Policy).
- 3.  The occupied area will be returned back to its original state, unless otherwise directed, as before the function occurred. This is in regard to both the placement of tables and chairs, as well as, the cleanliness of the scheduled area. This means vacuuming & sweeping floors, possibly mopping, and removing all trash from the area to the dumpster. This includes checking bathrooms and assigned parking lots, too. Wedding Parties: This includes, Bride's Room, Marian Room, Church and/or Chapel. Failure to comply will result in a forfeiture of cleaning/key deposit. Any damages and/or needed repairs resulting from the function beyond the scope of normal/expected use will be the responsibility of the renter/user, as well.
- 4. Stay in assigned/scheduled areas. Areas not designated or scheduled on the "Application / Contract for Parish Facility Use" may not be used. Failure to comply could result in additional charges/fees for unauthorized usage.

5. There is NO SMOKING allowed anywhere in the building, nor, any illegal drugs allowed on the premises. Weapons should only be carried by law enforcement agents.
-  6. **NO RED BEVERAGES** are allowed to be served or consumed in carpeted areas like the Msgr. Tash Parish Hall, Parlor, Marian Room, etc.
7. Food, drinks, and especially alcohol, should be confined to assigned rented areas and are not allowed in other areas of the building, *especially* the Church or Chapel. The exception to this rule is in regards to wedding parties and the Bride's Room; bottled water, juice, or soft drinks are allowed in the Bride's Room, as long as all containers are removed and discarded properly. Alcohol is NEVER allowed. Please note that the coffee maker, cups, & dishes in the Bride's Room are for staff use only.
8. Concerning kitchen use and cabinet access, all equipment, dishes, utensils, etc., are at the user's disposal with prior knowledge and instructions. Otherwise, the cabinets will be locked. Commercial caterers will not be allowed access to any of the kitchen cabinets or supplies.
-  9. Kitchen must be cleaned after usage; any used item must be washed, dried, and returned to its proper place. *Any dirty towels/rags need to be washed and returned.*
10. Please do not move tables and chairs, or any furniture, from one area to another without prior permission.
11. Please be sure all tables (especially the folded table legs themselves) and chairs are stored correctly on racks and in stacks when placed in the storage rooms.
-  12. NO staples or tacks in walls / ceilings / doors / tables to hang or attach decorations; ALL tape must be removed from walls / ceilings / doors / tables after cleaning up.
13. Lit trees may be used with *prior* permission; extension cords will be provided. Also, canopy lights for the gym are provided and hung for an additional fee.
14. Turn off all lights, (be sure slide switches *click* to off position / bathrooms are on motion-senor switches) and be sure all doors are locked and secure upon departure.
15. The Audio/Visual Systems located in assigned/scheduled areas are NOT to be used without prior permission and training. Once given permission, if any problems are encountered or questions regarding the use of these systems arise, please, do not start tampering, pushing unknown buttons, unplugging cables, etc., trying to "fix" the problem; usually this just makes the situation worse. Please, call or look for a staff person to help.
-  16. Keys for the assigned area(s) need to be checked-out from the parish office NO later than 4:00 PM on the last business day before the set-up or start time of the scheduled function. All functions must be completed by scheduled times, including clean-up; evening functions have a mandatory 1:00 AM closing.
17. Any lost key(s) will result in a forfeiture of the cleaning/key deposit; all door locks will have to be rekeyed and new keys made.
18. Any youth functions need to be supervised adequately with at least a 7:1 ratio concerning youth to adults, respectively. This includes the parking lots, too.
19. When possible, a staff member will be assigned and available during all functions to answer any questions, adjust thermostats, provide assistance, etc. If available, the staff member will assist in closing the function, returning the cleaning/key deposit, and accepting the checked-out key.

I HAVE READ AND RECEIVED A COPY OF THE POLICY GOVERNING THE USE OF PARISH FACILITIES

Staff / Coordinator / Volunteer
Initial