

FACILITY USAGE FORM

I. EVENT INFORMATION

Name of Person Completing Form: _____
PRINT First, Middle Initial, & Last Name

Mobile number: _____ Home/Work: _____

Email: _____

Name of Event: _____
(PRINT name of person or persons and type of event. (Adam Cruz & Jane Doe Wedding | John Doe Funeral | Other)

LITURGICAL EVENT (MASS) at OUR LADY OF PURIFICATION CHURCH

Day: _____ Date: _____ Time: _____

Priest: _____

Homilist (clergy delivering the homily or sermon): _____

Rehearsal (Not for funeral). Day: _____ Date: _____ Time: _____

Designated Church Facilitator: _____

II. ADDITIONAL FACILITY USAGE FORM INFORMATION

(Check if this is a one-time usage or extended usage.) [] One-time [] Extended
(i.e. 9-day Masses & Rosaries | Funeral Viewing 9AM-11:30AM | Wedding Rehearsal | Other)
Note: Rosaries may be prayed 30 minutes before Mass or immediately following Mass.

A. Facility: **Our Lady of Purification Church**

[] ONE-TIME usage: (Wedding | Funeral | Anniversary | Retreat | Other _____)

Day: _____ Date: _____ Time: _____

Fee: \$400.00 Refundable Cleaning Fee: \$200.00, Sections G-H

[] EXTENDED usage: (Wedding Rehearsal | 9-day Masses & Rosaries | Other _____)

Day: _____ Date: _____ Time: _____

Fee: \$50.00 an hour Notation: Not to exceed one hour

B. Facility: **Social Hall**

[] ONE-TIME usage – (Reception | Meeting | Conference | Other _____)

Day: _____ Date: _____ Time: _____

Fee: \$300.00 - 4 hours max. Refundable Cleaning Fee: \$200.00, Sections G-H

[] EXTENDED Usage (Meetings | Training | Classes | Other _____)

Day: _____ Date: _____ Time: _____

Fee: \$100.00 – per hour Refundable Cleaning Fee: \$200.00, Sections G-H

Note: Extended usage applies on Day 2 of same event.

III. FACILITY AGREEMENT (Please initial that you read and understood each section.)

- _____ A. No event or Mass is confirmed unless this Facility Usage form is signed by the parish priest or designee.
- _____ B. Reservation is on a “first-come, first-served” basis.
- _____ C. The Church is on sacred ground. Food, drink, tobacco, alcohol or any drug and related products shall not be consumed or used in the Church. Food or drink may be consumed outside the Church or at the Social Hall.
- _____ D. Air conditioning (AC) units will be activated prior to the event and deactivated when the event has concluded.
- _____ E. In the event of a pandemic or related health and safety emergency, those requesting the event will be responsible for communicating and assuring their guests abide by protocols set by the Archdiocese and the Church.
- _____ F. Eulogies may be done only at a funeral home. **Does this apply when the viewing is at the church?**
- _____ G. Refundable Cleaning Fee - **\$200.00**. It is understood that families or organizations will prepare and clean the reserved facility before and after the event. The cleaning fee is refundable following satisfactory inspection from clergy or designee. All trash in and around the facility and bathrooms must be cleared and disposed offsite by the responsible party (Section H). If decorations are to be set up, please refer to the Decorations Policy form.
- _____ H. The Cleaning Fee will apply immediately when the responsible person cannot be contacted and there is no sign of clearance within:
1. 30 minutes following an event in the Church. The Church needs to be clean and ready one hour before any scheduled Mass. (See Decoration Policy).
 2. One to two hours following an event at the Social Hall. (See Decoration Policy).
- _____ I. Removal of Personal or Rented Items. All decorations, personal or rental items not belonging to the parish in and around the Church need to be removed thirty (30) minutes after Mass and one to two hours after an event at the Social Hall.
Name of Responsible Person: _____
Contact number: _____
- _____ J. Removal of Trash. All trash accumulated in and around the facility/ facilities inclusive of the bathrooms and Social Hall kitchen must be removed 30 minutes after an event in the Church and one to two hours after an event at the Social Hall. Trash disposal will be the responsibility of the families or organizations and not the Church.
- _____ K. It is understood that any damages incurred while using the facility or facilities will be the responsibility of the families or organizations making facility arrangements.

