

GENERAL BUILDING INFORMATION AND POLICIES

FACILITY GUIDELINES:

We are pleased to offer our parishioners a facility that can accommodate parish gatherings and celebrations to the sacraments. In order to uphold a well-organized, clean and maintained facility, certain policies have been adopted and approved by the Pastor and will be implemented by the staff. The following summarizes the facility policies that are to be strictly adhered to by those using the facilities. For detailed guidelines and policies refer to the Rental Contract. The Rental Contract takes precedence in the event a discrepancy exists between this summary and the Rental Contract. For the purpose of the FACILITY GUIDELINES, the following definitions are set forth:



COMMUNITY CENTER: Large multi-room, multi-purpose facility located north of the church. It includes the parish offices, classrooms, auditorium, kitchen and Chapel. The capacity of the auditorium varies based on the set up design, size of dance area and band/DJ requirements.



WORSHIP SPACE (CHURCH): Large community worship space located south of the Community Center. Our Worship Space will accommodate 1600 people.



CHAPEL: Small community worship space located on the southwest corner of the Community Center. Within the overall Chapel space, we house our Eucharistic Reservation Chapel. Our Chapel will accommodate 150 people.

RESERVATION AND RENTAL POLICY:

Priority will be given in the following order:

1. Liturgical functions, Religious Education functions, and Choir practices;
2. Parish Organizations;
3. Parishioners' requests;
4. Non-parishioners' requests.

Please speak with the Parish Facility Scheduler about your request to use the facility for your wedding. When a request is received, the parish calendar will be consulted for availability of the space at the time and date requested. If the space is available, the Parish Facility Scheduler will make it available to you, quote you the fees and deposits required to rent the space, and make arrangements for complete the Rental Contract. We need at least ten (10) months notice prior to your date.

The request will be written on the calendar in pencil and will be considered "Tentative Scheduling" until all deposit(s) are paid and the Rental Contract is executed. Tentative Scheduling is subject to cancellation by the staff for any function that had priority. Once the deposit(s) are paid in full and the Rental Contract is executed, the event will be considered "Firm Scheduling" and cannot be preempted, regardless of priority requests. In the event that someone requests your "Tentative Scheduling", you will be promptly contacted by phone and asked to either pay the balance owed and change your scheduling to "Firm", or to accept cancellation.

You may cancel your reservation at any time prior to thirty (30) days before the event and be entitled to a full refund of deposits and fees paid to date. Any cancellation within and including thirty (30) days of the date of the event will result in forfeiture of all monies paid to date, not to exceed \$200, with the remaining balances of monies paid returned to you within two weeks from the date of cancellation.



OUTSIDE SERVICES:

Your wedding day is a culmination of a great deal of planning and preparation. It would be a shame to ruin it because the Church guidelines and policies were not adhered to. We ask that you register with your Church Wedding Coordinator the agents you are using to cover this guideline; specifically the photographer, florist, video company, caterer, etc. so that the Coordinator will know who to allow into your rental space. Return of deposit and fees are based on meeting this guideline.

You are responsible for the behavior of the people providing outside services.

Please give your photographer, florist, and video company the appropriate section of this guideline even if they are familiar with our Church because we do update them often.

RENTAL OF FACILITIES:

The Owner's Obligation: The space will be clean and ready to use; the floors will be washed, lighting fixtures and power receptacles will be working. The restrooms will be stocked with toilet paper and paper towels. The heating and air-conditioning are automatic and the space is maintained automatically at a comfortable temperature. This equipment will be operational. We make no other space, equipment, implement, or supplies available to you other than those listed here and expressly require you not use any other equipment, appliances, or supplies that might be on the premises or stored within the cabinets or closets located in the space or facility.

The Renter's Obligation: You must ensure the orderly behavior of all persons using the space. Further, you shall not use, occupy, or permit the facilities or any portion thereof to be occupied or used for any business, use, or purpose that is unlawful, hazardous, disreputable, or against the doctrines and teachings of the Catholic faith. You would assume the responsibility for paying to have repaired to the same condition as when the Rental Period began any part of the facility that you, your agents, or your guests damage or destroy. You agree to accept the estimates submitted to them for replacement or repair of damages done and shall immediately, upon demand, pay the Owner the amount of all damages. Payment shall be made in Arlington, Tarrant County, Texas.

ADDDITIONAL RULES AND GUIDELINES

For all events using the Worship Space: The space will be open and available for your party **one and one half hours before the start of the wedding.** Post-ceremony photographs and clean-up are allotted **one hour only.** Arrangements **MUST** be made with your Church Wedding Coordinator for additional allowances.

You may bring into the space any decorations, equipment, and sound equipment you wish as long as it is not permanent, does not damage the space, and meets all other criteria of this guideline. **The use of scotch tape, thumb tacks, or nails within the space is expressly prohibited,** as is the moving, removal, or disassembling of any equipment, fixtures, speakers, appliances, etc.

No rice, birdseed, balloons, cans, or strings are permitted on church property. This means inside or outside, including the parking lot. NO EXCEPTIONS. You are responsible for making sure any trash left on church grounds is picked up.

The General Clean Up Rule: Anything you brought in, you must take out. The space you have rented is to be cleaned and emptied of all that you, your guests, and your agents have brought in and returned to the way it was given to you. If you desire to leave your flowers as a donation to the church, please inform your Church Wedding Coordinator before the event.

Please remove hangers, boxes, paper, cellophane, decorations, etc. and dispose of them in our dumpster (behind the Community Center) or take them with you.

NO FOOD OR DRINK IS ALLOWED IN OUR CHURCH. THE WEDDING PARTY PRIOR TO THE CEREMONY MAY CONSUME CAPPED BOTTLE WATER ONLY. ABSOLUTELY NO TOBACCO PRODUCTS ALLOWED INSIDE THE BUILDING!!!