



GUIDELINES REGARDING USE OF IMMACULATE CONCEPTION FACILITIES

We at Immaculate Conception Parish know that God has blessed us with beautiful grounds and a lovely building, and that we are called to be good stewards of the resources under our care. As part of our stewardship, we encourage appropriate community use of our building. The building and grounds cannot be used for any business or political purposes. All users must be non-profit organizations or individuals. Appropriateness of use will be determined on a case-by-case basis.

Services and activities of the church take precedence over all other activities.

The use of Immaculate Conception Parish facilities shall be arranged with the Pastor or his delegate, based on the following guidelines, at his discretion.

IMMACULATE CONCEPTION CHURCH:

May be used for funerals, weddings and other special liturgical services. There is no charge for parishioner funerals or weddings. For non-parishioners, there is a fee of \$300. There is a \$100.00 refundable cleaning deposit. Deposit is to be made at time of scheduling. ICC sacristans are responsible for the sacristy and all equipment therein. Placement of floral arrangements must be approved by a sacristan. There will be nothing moved or removed in the sanctuary under any circumstances.

SHOW PROPER RESPECT WHILE INSIDE THE CHURCH; REMEMBER IT IS THE HOUSE OF OUR LORD.

MURPHY HALL:

Reserved Saturdays and Sundays for use by the Soup Kitchen from 9am – 3pm. Contact the parish office about availability. There is no charge for groups affiliated with the parish; for groups not affiliated with the parish, there is a fee of \$100. For use not including the church, there is a \$100 cleaning deposit.

KITCHEN:

May be used in conjunction with Murphy Hall, Living Room or Parlor. Use must be arranged ahead of time with Community Services and the parish office. There is no additional fee for use of the kitchen.

LIVING ROOM AND PARLOR:

May be used for meetings by smaller groups. Contact the parish office about availability. There is no charge for groups affiliated with the parish; use by groups not affiliated with the parish will be determined on a case-by-case basis.

CONDITIONS FOR USE OF FACILITIES

- Areas used must be restored to their pre-use condition upon the group's departure, including placement of furniture and trash removal.
- Smoking and use of alcohol is prohibited. (Pastor's discretion)
- Use of the facilities by more than one group at any time will be determined by the Pastor.
- Posters, decorations etc. may not be attached to church property without express permission.
- No furnishings may be removed from the church property.
- Children must be properly supervised at all times.
- The name "Immaculate Conception Church" or "Catholic Church" can only be used in advertising the location of the sponsored activity, and not in endorsement of the activity.

When leaving, please ensure that:

- All property and furniture have been returned to their rightful place and condition.
- All trash and litter have been properly disposed of in the dumpster.
- If necessary, floors have been swept or mopped and tables wiped down.
- All lights are turned off, including those in restrooms and closets.
- Facility is locked and secured.