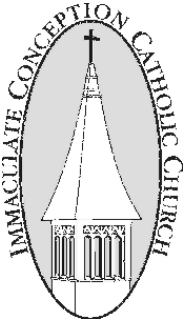


GUIDELINES REGARDING THE USE OF IMMACULATE CONCEPTION FACILITIES

(CHURCH, MURPHY HALL, KITCHEN)



We at the Immaculate Conception know that God has blessed us with beautiful grounds and a lovely building and that we are charged to be good stewards of these resources under our care. We are very proud of it and we ask that you respect it as such. However a part of responsibility of stewardship is to share what we have with others, therefore 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.

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

The use of the Immaculate Conception facility shall be arranged with the Pastor, 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 registered parishioner funerals or weddings.
- For non Parishioners a donation for the operation of our Community Services or the Parish would be appreciated. There will be a \$100.00 refundable cleaning deposit for all weddings. Deposit is to be made to Immaculate Conception Church at the time scheduled. (*see attached Facilities Utilization Form*)
- The Church and other facilities need to be locked and secured upon leaving the premises.
- Sacristans Rosemarie Wentink or Alice Hossfeld will be responsible for the sacristy and all the equipment therein.
- There will be nothing moved or removed in the sanctuary under any circumstances.
- Placement of floral arrangements must be approved by either Rosemarie Wentink or Alice Hossfeld.

SHOW PROPER RESPECT WHILE INSIDE THE CHURCH.

REMEMBER IT IS THE HOUSE OF OUR LORD.

Murphy Hall: Saturdays and Sundays are reserved for the use of the Soup Kitchen between 9am – 3pm. Contact our Rectory about availability of the use of Murphy Hall prior to your plan to use it.

Kitchen Facilities: May be used in conjunction with Murphy Hall and has to be arranged with Community Services.

USE OF THE FACILITIES INCLUDE THE FOLLOWING CONDITIONS:

- The areas used shall be restored to their pre-use condition upon the group's departure to include placement of furniture and trash removal.
- Smoking and use of alcohol is prohibited.
- The use of the facilities by more than one group at any time will be determined by the Pastor or Community Services Director

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.
- Posters, decorations etc. may not be attached to church property without expressed permission.
- No furnishings may be removed from the church property.
- Children must be properly supervised at all times.

The name "Immaculate Conception" or "Catholic Church" can be used only in advertising the location of the sponsored activity, and not in the endorsement of the activity.

115 North Cushman St, Fairbanks, AK 99701

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Rectory Office Hours 8:30am - 4.00pm Tuesday-Friday