



SAINT COLUMBA CATHOLIC CHURCH

342 Iron Street,
Bloomsburg, PA 17815
570.784.0801
www.saintcolumbachurch.org

Requests to use parish facilities all events must be submitted to the parish office using the following form. When a request for space is approved, a confirmation via email will be provided.

Guidelines and Responsibilities Section

Please carefully read through the below policy.

A. Guidelines for Facility Use

Saint Columba (SC) Parish facilities exist to aid in fulfilling the mission of the Parish, which includes outreach to the community when appropriate. The Pastor of SC Parish is the final arbiter in determining the manner, time, and extent of use of parish facilities by groups or organizations of any kind. Parish facilities may not be used for personal business opportunities, fundraising for causes that do not abide by Catholic teachings, or partisan political activity.

1. Policy Changes: **Please read and complete the form every time you are requesting usage, as policies may change.**
2. Scheduling: Requests are handled on a first come, first served basis. **When a request for space is approved, a confirmation via email will be provided.** An approval for an event does not confer a right to use parish facilities for other meetings, include planning sessions, without contacting the office for permission. Unforeseen conflicts or maintenance requirements could necessitate the rescheduling or cancelling events. The Requester will be notified as early as possible if their event is affected.
3. Safety, Signs, and Sound Systems: Hallways and doorways are not to be obstructed or blocked, and must remain clear at all times. Safety equipment/devices, HVAC thermostats, etc., shall not be changed, tampered with or circumvented for any purposes. The use of nails, tacks, screws, wires; **or tape on the walls, ceilings, windows, doors or floors is prohibited.** The use of the sound, lighting, stage, gym equipment, etc. and/or any storage of equipment must have prior authorization. Sound system adjustments are to be made by parish office personnel only.
4. Tobacco and Hold Harmless: Saint Columba Parish is a tobacco-free facility. Smoking or other tobacco products is strictly prohibited in the building and on the premises. Use of the facilities must conform with all local, state, and federal laws including all fire, safety and sanitary regulations as well as all regulations covering use of the facility. All parties attending the event will hold the parish harmless from any and all damages, charges, suits or costs for any

delinquency, non-compliance, or violation of any liability, for costs for damages of injury to persons or property.

5. Youth Protection: All groups using parish facilities are required to abide by the Diocese of Harrisburg Youth Protection policy and provide the parish with youth protection certifications. The Parish and Diocese accepts no responsibility for failure to comply with stated requirements. Please see parish office staff to request clearances, if needed.

6. Refreshments and Alcohol: All food brought on premises must be removed. Alcohol on premises must have prior approval. PA Liquor Control Board has specific requirements on how alcohol is consumed and served, there are no exceptions; request instructions from the parish staff. If permits are required, a copy must be provided to parish staff prior to the event date.

7. Kitchen: Use of the parish kitchen, when authorized, requires that all food handling requirements of the PA Department of Agriculture are followed. Use of the kitchen requires prior training by parish staff on the proper use and cleaning of all kitchen equipment.

8. Weather cancellations: In the event that the Parish is closed due to weather-related issues, all events for that time frame are automatically cancelled.

9. Communication with Maintenance team: **If your event requires setup and/or breakdown, i.e. tables and chairs, you are responsible to work out the details with the Maintenance Manager.**

10. Event timeframe: Must include setup, event, breakdown and cleanup when submitting requests. **Setup can be no earlier than 3 days prior to the event**, because many groups share our parish space.

11. Fees: determined by Pastor once request has been submitted if applicable.

12. Keys: Key access will be provided if required. Advance notice is required and prior arrangements made with the Parish Office Staff to pick up and return. Lost keys are charged \$20 each, to the individual that was responsible for it.

13. Certificate of Insurance (COI): Requesters of Non-parish sponsored events must provide a COI for general liability coverage for \$1,000,000 per occurrence. Certificates must name the Parish and Diocese of Harrisburg (Diocese of Harrisburg, 4800 Union Deposit Rd, Harrisburg, PA 17111) as additional insureds.

All completed forms and required documentation can be submitted via

- Email (email to finmgr@saintcolumbachurch.org):
- Drop off at Parish Office during office hours, 10:00 am – 3:30 pm (Monday, Tuesday, Thursday, Friday) or drop off in mailbox on Iron Street ramp

Thank you for all you do to make Saint Columba Parish a vibrant and active faith community!

I have read, understand and agree to adhere to the Guidelines for Facility Use.

Name _____ Date _____

B. Guidelines for Publicity and Communications

The Saint Columba Parish Office is solely responsible for promotion of parish events.

This includes:

1. Any Social Media Pages for Saint Columba events
2. Any Social Media Event Pages (invitation to the event)
3. All poster design
4. All poster display on church property
5. Communication to neighboring churches
6. Communication with neighboring websites/news outlets

You may elect to hang posters around town for your event, but only with permission of local businesses. **Posters may not be hung, posted, or affixed to church property without permission.**

I have read, understand and agree to adhere to the Guidelines for Publicity and Communications

Name _____ Date _____

C. Responsibilities for All Locations:

1. Empty all trash cans, including bathrooms, in the dumpster located behind the Parish Center.
2. Sweep floors, mop or vacuum if necessary.
3. Turn off all lights, including outside entrance(s).
4. Wipe down all tables and chairs with antibacterial wipes.
5. Make sure all doors are locked.
6. Note any broken or non-functioning items and notify Parish Office staff.

The person in charge is responsible to make sure all parties understand these guidelines.

I have read, understand and agree to the Responsibilities for all Locations.

* Name _____ Date _____

Facility Reservation Request Section:

Please complete all fields below.

Contact Person Full Name

*

Organization (if applicable)

*

Phone Number

*

Contact Email

*

Billing Address (if applicable)

*

Event Name/Nature

*

Non-Parish sponsored event (*See Facilities Policy: Event: Certificate of Insurance*)

*

Alcohol (*See Facilities Policy: Refreshments and Alcohol*)

*

Youth-Sponsored Activity (*See Facilities Policy: Youth Protection*)

*

Room(s) requested (Check all that apply)

*

Start Date (note: **Setup can be no earlier than 3 days prior to the event**)

*

End Date

*

Setup Start Time

*

Event Start Time

*

Event End/Cleanup Start Time

*

Cleanup End Time

*

Estimated Number of Attendees

*

Estimated Equipment Needs

Maintenance will confirm availability. If you requested a specific Configuration please provide a drawing to the Parish Office.

Equipment Needed (Check all that apply)

*

Additional Equipment: List any additional equipment needed - please be specific.

Number of tables

*

Number of chairs

*

Any additional equipment notes?

Submission

Description (optional)

Full Name of Contact Person Completing Reservation Request Form

*

Date

*

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