



The following guidelines and regulations apply to all those who use our facility. We expect that they will be followed to the best of your ability to ensure that the facility will benefit all who use it.

1. To use the facility, you must be a registered parishioner or have a close affiliation with the parish.
2. We ask that you book your reservation at least two weeks in advance of the event. Facility availability may be limited as Mass times and Parish Events will be given first priority in scheduling. We ask that you please call our office first to check date and site availability.
3. The fee for the use of facilities will be determined by two factors: a) whether or not the person/organization is affiliated with the Parish/School; b) location being requested. The schedule of fees is outlined on back page. All fees must be paid in advance to secure the reservation.
4. A Security Deposit of \$50.00 is required, by separate check, and must be paid in advance. This deposit will be returned once keys are returned to our office and we assess there is no damage caused to the facility.
5. It is the responsibility of the user to obtain and return the keys to the site requested to/from our office during regular business hours (Monday - Friday 9:00 am – 3:00 pm).
6. AT NO TIME WILL ALCOHOL BE ALLOWED OR SERVED in the Gym or Lower Church Room. Alcohol service may be allowed in the **Cafeteria ONLY** and **additional fees and permits apply**. Please see schedule of fees on back page.
7. Smoking is not permitted in any of the facilities. Thank you for complying with this important requirement.
8. All users are responsible for any damage caused to the premises or any related spaces, such as the restrooms, furniture, etc.
9. All users must supply any items needed to support your event. These items include, but are not limited to, sports equipment, paper goods, etc.
10. There will be no food consumed in the Gymnasium. ONLY Water bottles are allowed in that space.
11. If children are attending your event, adult supervision is required and you are responsible for their behavior while using the facility.
12. When the event is finished, you are responsible for cleaning all areas used and removing trash before leaving. We expect the facility to appear the same as when you arrived. Trash receptacles and bags will be provided for your use. ***ALL TRASH FROM EVENT MUST BE REMOVED FROM RECEPTACLES AND TAKEN TO THE TRASH BARRELS/DUMPSTER OUTSIDE THE BUILDING.***
13. Any and all issues regarding the use of or damage to the facility will be brought to the attention of the Pastor. Any and all decisions in these matters will be at the discretion of the Pastor.
14. If this is a non-parish organization, you must provide us with a Certificate of Insurance prior to the event. Minimum General Liability coverage must be \$1,000,000 and the parish must be named as an additional insured.
15. All exterior doors must be secured at all times for safety and security purposes. It is the responsibility of the organization to provide appropriate access/monitoring coverage, as needed.
16. There must be a responsible party identified in this application, who will serve as the point of contact.

SCHEDULE OF FEES

Type of Use	Gymnasium	Cafeteria	Lower Church Room – St Joseph
Parish Events	Exempt	Exempt	Exempt
Registered Parishioner/ Parish-related organizations	\$35.00/hr.	\$35.00/hr.	\$35.00/hr.
Non-Parish organizations/persons	\$50.00/hr.	\$50.00/hr.	\$50.00/hr.
St. Joseph School	Exempt	Exempt	Exempt
Parish Pastoral Uses	Exempt	Exempt	Exempt
Alcohol service fee	N/A	\$250 per event	N/A

NOTE: Please call our office first at 781-396-0423 to check availability.

Facility requested: _____ Parish: _____

Party requesting use of facilities: _____

Date requested: _____ Hours requested: _____

Expected attendance: _____ Responsible party (name): _____

Contact phone number: _____ Contact e-mail: _____

Payments required:

Fee (rate per schedule above X number of hours requested): _____ (Check payable to respective parish)

Security Deposit \$50.00 by separate check payable to respective parish

Please complete, sign and return one copy of this form with your payments to our office located at:

114 High Street, Medford, MA 02155.

I HAVE READ THE ABOVE RULES AND REGULATIONS IN USING THE FACILITY AND FULLY UNDERSTAND AND AGREE TO FULFILL MY OBLIGATIONS AND RESPONSIBILITIES, AS OUTLINED HEREIN.

Signed _____ Date _____