

St. Matthew's Catholic Church
St. John Paul Family Center
Guidelines for Usage (shorter form)

St. John Paul Family Center is available for parish, parishioner, and non-parishioner activities that are consistent with the mission and values of St. Matthew's Catholic Church and the Tyler Diocese as listed below:

Alcohol Policy (which is strictly enforced)

Beer, wine and champagne are permitted with **written** permission for certain events (Wedding Receptions, Quinceanera Receptions, Parish Fund Raiser Only)

No liquor or hot drinks (rum, tequila, vodka, etc.) permitted.

No alcohol may be sold (NO CASH BAR).

No alcohol may be served or consumed by minors, regardless of parental presence or consent.

Decorations

All signs/banners must be free standing.

Nothing is permitted to be attached to any wall/window/ceiling/doorway/floor.

No nails, tacks, screws, wires command strips or tape on the walls, ceilings or floors.

General

No weapons or illegal drugs or substance

No smoking or tobacco products in buildings or on church property.

Children under the age of twelve (12) are not permitted in the kitchen area.

No chewing gum anywhere on the premises

No sitting on tables.

No sliding or dragging the tables or chairs on the floor. Pick them up to move them.

No unsupervised children at any location on parish property.

No pets permitted (with the exception of certified service animals)

No food or drinks permitted outside the facility.

No food may be left in the facility after your event. Please take all leftover food with you.

No storage for parish organizations in any part of the facility, including closets.

Outside doors must remain closed and not propped open for any reason.

No parking in the covered driveway. Driveway is for drop-off and pick-up only.

Police Officer must be present at all times, while the building is used on the day of the event.

User is responsible for the cost of the Police security.

Rental Fee:

Fee Policy: Moderate usage fees will be set for facility use.

Minimum of \$100.00 per hour for events during the day time.

For events on Saturdays or on Weekends:

Deposit: \$500.00 [refundable if the facility is found clean & undamaged.]

Set-up fee: \$300.00

Saturday: \$1000.00

All events have to end at 11 pm;

The facility keys should be returned by 12 am, (mid-night) to the church office.

Clean-up: If the facility is NOT left clean or NOT in good condition:

The deposit will be used (\$75.00 per hour).

Place trash in sealed bags.

Place sealed trash bags in dumpster near the street (on Arrow Lane), NOT on the north side of the building.

Any facility / equipment (i.e. chairs, tables, kitchen equipment, microphones...) used will be left clean and in the same condition as provided.

Music: Important Note: Music should not be heard outside building

If you will have music at your event, an additional music form must be filled out.

Permission to use any of the facilities does not constitute a contractual agreement with St. Matthew's, and may be revoked at any time.

If you should have any questions or concerns regarding any rules or regulations set forth by St. Matthew's Catholic Church, please refer to your Facility Use Policy form for more detailed information.

If you need to request an additional copy, please call the church office at (903) 295-3890 Monday thru Friday 8:30am to 5:00pm.

The person signing facility form is responsible for the following:

Repair or replacement of damaged equipment or furnishings caused by self or group.

Conduct of those persons attending function.

I have read this policy and understand. I agree to follow it.

Signature of person Responsible

Print the Name

Date: ____/____/____

Phone # _____