

Saint Therese Catholic Church
217 Brawley School Rd.
 Mooresville, NC 28117
704-664-3992 Fax:704-660-6321
www.sainttherese.net

Facility Usage Guidelines

General

- St. Therese Catholic Church and its campus are smoke free.
- A reservation form must be on file with the parish office at least 2 weeks prior to the event including set up/clean up times and set up requests.
- The facility will only be available for the time scheduled, and with the exception of the restrooms, access is permitted only to those rooms requested.
- If an event is cancelled, the group or individual who made the initial reservation is responsible for notifying the Parish Office as soon as possible in writing (cleal@sainttherese.net is best).
- If food or beverages are permitted by, or provided by your group, you are responsible for disposing of the remnants and cleaning the room before you leave. Small trash cans in classrooms can be emptied into large trash cans located in the MPR or kitchen, or taken directly to the dumpster. Small trash cans with a new liner must be returned to the classroom. Cleaning wipes and paper towels are available in all classrooms.
- We prohibit decorations of any kind being affixed to the walls and doors or hung from the ceiling. All personal items brought into the building must be removed at the end of the event.
- For larger events and those involving significant cash transactions, St. Therese may require security personnel to be present during the event for the safety of people in attendance or for the protection of church property. Security personnel will be paid by the renting organization or individual.
- **Please be aware that all setups are done as a courtesy**, and if there are any modifications necessary; you are responsible for making them. We suggest you come early for your meetings to ensure your room is configured the way you want it, as well as, putting the room back the way you found it. This ensures every meeting has the same standard of organization and cleanliness.

Administration Building

- The door leading to the Administration Hallway will be left unlocked after office business hours for access to the mailboxes and forms.

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Multipurpose Room (MPR)

- We require all groups and/or individuals to complete a request form.
 - Groups outside the parish (any party or event where the entire church is not invited is considered private) must comply with the forms, insurance and ABC permits required by the diocese and any and all release forms necessary. These forms will be made available on a case by case basis.
- At least 2 weeks prior to the event, we require:
 - Requests for any special equipment, (microphone, sound system, TV/DVD, dance floor or stage)
 - Schedule any deliveries for the event with parish staff.
 - A detailed layout for the event. The custodial staff will complete the set up prior to the event start time. Please remember we set up rooms as a courtesy and that our staff can do only so much. Please have on hand people who can come early for your event to ensure it is arranged to your liking.
 - The kitchen can be requested for events, however the responsible party must be up to date on training with Wesley Weaver.
 - There is a form in the Kitchen Checkout book that must be checked off. The list includes equipment, floors, etc., that must be cleaned before the kitchen is left for the next users. The checklist is then signed and left in the Log Book for review by Wesley Weaver the next business day. If the kitchen is not cleaned to the standards we require then we will have to call the responsible party back in to finish the cleaning.

Classrooms

- Persons or groups using the classrooms must be finished when the meeting is scheduled to end. Please be aware of other groups waiting to use the space. If the group is the last one scheduled, the cleaning staff will be scheduled to lock the room/building at the designated time.
- The rooms are not to be used for storage, therefore, please remove all group items when you leave. All unclaimed items will be removed and discarded.
- Nothing is to be hung on the walls. Please use display stands.
- Please ensure you take out your own trash if you've had a party and used the trash for drinks or food. The dumpsters are right outside the Administration Building next to the PLC.
- Please help us keep our church looking great!

Thank you!

CL 5/2017