

St. Andrew the Apostle Church, Milford, Ohio

Facility Information

St. Andrew facilities (including Church Hall, Parish Center, Parish Center Meeting Room, and Parish Office, all hereinafter called “facilities”), may be used for St. Andrew Parish functions or functions sponsored by St. Andrew Parish organizations. Because of our special relationship with St. Elizabeth Ann Seton Parish, the facilities may be used for parish functions sponsored by St. Elizabeth Ann Seton Parish organizations. It is to be understood that St. Andrew Parish and their parishioners have priority. Other Catholic organizations may, on occasion, be permitted to use the facility at the pastor’s discretion.

The facilities may also be used by parishioners for liturgical celebrations, wedding receptions, etc. A parishioner shall be defined as someone who has officially registered at St. Andrew Parish. Any employee of St. Andrew Parish will also be able to use the facilities. The Church is a non-profit organization and we are not allowed to rent our facilities to any for profit group.

No functions or activities should interfere with service in Church or parking for Church services.

Event Scheduling

In order to schedule an event, contact the Parish Office, 831-3353 during business hours. At this time you may discuss with the office the nature of your event, the facility you are interested in using, and the date and time you are interested in.

Any registered St. Andrew parishioner may request the use of the facility. Such requests must be in writing and include the following information:

- Purpose of the request
- Responsible party (must be 21 years or older)
- Requested date(s) and times

Such request must then be approved by the pastor or the pastor’s designated representative.

The parish provides the hall or room, tables, and chairs. All other supplies such as napkins, cups, plates, etc are the property of the parish and are not to be used by groups or individuals using the facility.

The group (individual responsible) using the building is responsible for having the facility cleaned after the event (floors, tables, chairs, kitchen, bathroom, etc.)

A security deposit must be paid at the time of scheduling. The deposit will be returned if everything is left in proper condition.

Facility Usage

PAPERWORK can be obtained from the parish office at the time the event is scheduled.

Paperwork needed for usage of parish facilities:

- Agreement – Contract

Hold Harmless and Indemnification

Insurance Requirements – either a copy of their homeowners insurance or insurance must be purchased from the Archdiocese

CHURCH HALL - Occupancy limit is 120

If the gathering is for 50 people or less, the following applies:
\$50, plus \$50 security deposit

If the gathering is for more than 50 people, but less than 120 limit, the following applies:
\$150, plus \$50 security deposit

PARISH CENTER – Occupancy limit is 450
\$300, plus \$200 security deposit

CHURCH – Occupancy limit is 475

NOTES

Lock all the doors.

Please bag all garbage and put into the dumpster (located near the school). Please take all leftovers with you.

Don't forget to turn off the lights and all appliances, and lock up!

August 9, 2011