

Facility Usage Guidelines for Ministries and Groups of St. Augustine Parish, 43 Essex St., Andover, MA

The various class rooms, conference rooms, and gathering spaces of St. Augustine Parish are available for use by ministries and groups which are officially connected to the parish. Request for use and room assignment may be made [via email](#) or phone call to the parish office at 978.475.0050. To see current availability, look at the [parish calendar](#).

General Guidelines and Requirements:

1. Although persons may request a specific meeting room, space will be assigned based on availability. All ministries and groups requesting use of the facilities do so with the understanding that first priority for use of the facilities is given to the Sacramental Ministry of the Church and the Religious Education Program.
2. Use of the facilities is limited to areas and equipment agreed upon in advance.
3. All buildings on church property are non-smoking facilities.
4. If the use of the building involves children, adequate supervision is required and the supervising adults must have submitted a recent CORI and have completed the Protecting God's Children course.
5. Attendance is required to be taken. Attendance forms are available at the front desk and should be returned to the front desk at the end of the meeting/event.
6. Parish ministries and groups are expected to abide by all church guidelines, requirements and other restrictions regarding usage of the church facilities, specifically:
 - If using Fr. Smith Hall, a plan for arrangement of tables and chairs will be submitted to the parish office at least one week in advance of the event,
 - Use of the refrigerator and/or freezer is restricted to the time of the event; no food items will be left after the event,
 - Group or ministry will leave the facilities broom-clean, will be responsible for the disposal of trash, and will secure the facilities upon leaving – all lights out and doors locked
 - Food and alcohol may be brought in and served ONLY under the following conditions:
 - ✓ a licensed caterer and/or certified safe food handler has been hired/is present to serve the food; in the case of alcohol a licensed bartender must be hired to serve the alcohol
 - ✓ the following documentation has been provided to St. Augustine Parish at least seven days prior to the event date:
 - ✗ a permit from the Town of Andover (in the case of alcohol)
 - ✗ an insurance binder from the caterer and/or the establishment providing the food and/or liquor
 - ✗ a copy of the contract between the bartender/caterer and the party using the facilities

Facility Usage Request and Agreement for Ministries and Groups of St. Augustine Parish, 43 Essex St., Andover, MA

Name of group/ministry: _____

Request made by: _____

Affiliation to the group/ministry: _____

Email: _____ Phone: _____

Date Requested

1st choice: _____ 2nd choice: _____

Time of use (including time for setup and cleanup):

Start: _____ End: _____

Space Requested

_____ Center for Education and Ministry – which room: _____

_____ St. Augustine Church

_____ St. Rita Hall

_____ Good Counsel Hall

Number of attendees anticipated: _____

Will you need the kitchen: _____

If yes, name of caterer: _____

Do you need the stove/oven: _____

Purpose/nature of meeting/event: _____

I have read the guidelines above concerning the use of the facilities at St. Augustine Parish, 43 Essex St., Andover, MA and agree to abide by them with the understanding that failure to do so may result in denial of future requests to use them.

Signature: _____

Print name: _____

Date: _____