

**St Gall Catholic Church  
Parish Pastoral Center (PPC)**

## **Use Policy**

### **I. General.**

The St Gall PPC was built with contributions from parishioners and is intended for use primarily by ministries and missions of the parish. The Religious Education Program has first priority for scheduling use of the PPC facilities. After Religious Education, other parish activities, ministries, Knights of Columbus, etc., then have priority for use of the PPC facilities over any outside/community groups or activities. If there are no scheduled parish activities on a given date, then PPC facilities can be scheduled for use by non-profit service or charitable organizations from the surrounding community, provided the intended use does not violate the provisions of this policy. Use of PPC facilities by businesses or other profit groups for commercial purposes will not be allowed.

### **II. Parish Ministries and Parish Groups** may schedule the use of PC facilities as follows:

- a. **Classrooms for meetings.** Any food or drink spillage will be cleaned up immediately. Tables and chairs will be returned to original configuration.
- b. **Gymnasium and/or Kitchen** may be used for dinners, parties, luncheons, hospitality, etc., provided that adequate arrangements are made for removal of decorations, unused food, and kitchen clean up immediately upon completion of the event. China, glassware, and other items from the pantry may be used provided they are adequately cleaned and put away. All tables and chairs will be properly stored upon completion of the event.
- c. **Alcoholic Beverages.** If alcoholic drinks are to be sold, then the respective group or individual must obtain a liquor license from the Sheriff's Office.

### **III. Wedding Receptions and Registered Parishioner Events.** The use of the gymnasium and kitchen facilities may be scheduled for a wedding reception provided that the wedding ceremony is held at St Gall Catholic Church. The "user" will be responsible for the following (in accordance with the terms and conditions of a signed contract):

- a. All set up, decorating, and clean up.

- b. All linen service
- c. Obtaining prescribed insurance and liquor licenses.
- d. Catered food service only – no cooking in the kitchen – and all plates, glasses, utensils, etc., must be furnished.
- e. The prepayment of prescribed deposits and fees.

IV. **Outside Non-Profit Service or Charitable Organizations** may use PPC facilities provided there are no scheduling conflicts with on-going parish activities:

- a. **Classrooms for meetings.** (An hourly fee will be charged.) The “user” is responsible for all clean up. Return tables and chairs to original configuration.
- b. **Gymnasium and/or Kitchen** for recitals, dinners, luncheons, ceremonies, etc., in accordance with the terms and conditions of a signed contract. The “user” shall:
  - 1. Perform all setup, decorating, and clean up.
  - 2. Provide all linen service
  - 3. Obtain specified insurance coverages
  - 4. If alcoholic beverages are to be served:
    - (a) The user will obtain a liquor license from the Sheriff’s Office if the alcoholic beverages are to be sold.
    - (b) Hire an off-duty law enforcement person to be present during the entire event.
  - 5. Catered food service only – no cooking in the kitchen – and all plates, glasses, utensils, etc., must be furnished.
  - 6. The prepayment of prescribed deposits and fees.

V. Certain outside groups such as Alcoholics Anonymous, Boy/Girl Scouts, and similar adult/youth organizations may be permitted to use PPC Facilities for a donation. This will be determined on a case-by-case basis by the PPC Ministry.

VI. **Right of Refusal.** The PPC Ministry reserves the right to refuse use of the PPC facilities to any outside group or organization without cause.