

## **Facility Use Policy**

St. John the Baptist will allow organizations sponsored by the parish or school to hold meetings/events in its facilities. As a general statement, no meeting or event will be allowed if the organization and event are not sponsored by the Parish or school, including the use of the gym for events/practices/parties.

If an organization that is not sponsored by St. John the Baptist wishes to formally request use of the facility, contact should be made to the Business Manager or Pastor. If the non-St. John the Baptist sponsored event is approved, a Facility Use Agreement must be completed by the organization and the organization must provide a comprehensive general liability insurance policy per the specifications in the Facility Use Agreement.

In some cases, a Facility Use Agreement will also be required from an organization sponsored by the parish or school, depending on how the organization will be using the facility. The organization will be notified if an agreement is required.