

**SACRED HEART CATHOLIC CHURCH
BOSCO CENTER USAGE AGREEMENT**

Date & Time of Usage: _____ Parishioner: _____yes _____ no

Type of Function: _____

Function is: (check one) Without Alcohol _____ With Alcohol _____ Fee: \$ _____

Printed Name of Responsible Party: _____

Phone: _____ Address: _____

Regulations (to be strictly observed)

1. The Event must end by Midnight and cleanup should follow immediately with everyone out of the Bosco Center by 12:45 am and the doors locked and lights off. (Place the Center Key in the Drop Box.)
2. NO SMOKING IN BOSCO CENTER.
3. Under NO circumstances should alcohol be served to anyone under the age of 21.
4. DECORATING:
 - a. Setting up & taking down tables and chairs is the responsibility of the party using the facility.
 - b. Putting nails or tacks in the walls is not allowed.
 - c. Hanging things from the ceiling is not allowed unless regular ceiling clips are used.
 - d. Masking tape only (no duct tape or scotch tape) may be used on the walls.
 - e. Decorating may take place the day before if the Bosco Center is available, otherwise the day of.
5. KITCHEN:
 - a. Kitchen appliances may be used. Please be careful when using them.
 - b. Remove ALL food from the refrigerator after event.
 - c. All paper products must be provided by event organizer. (Do not use parish paper goods.)
6. THERMOSTATS:
 - a. There is one thermostat in the Bosco Center on the center pillar of the room.
 - b. AIR CONDITIONING: Please do not set the temperatures below 68 degrees.
 - c. HEAT: Please do not set the temperatures above 72 degrees.
 - d. AFTER USAGE (when unoccupied): Please set temp at 78 in summer and 67 in winter.
7. CLEAN UP:
 - a. Clean the kitchen – pick up trash from the floor. Parish maintenance will mop the floor later.
 - b. Remove all trash from the Bosco Center and place in the dumpster located near the garage.
 - c. Wipe up spills on the tables, chairs and floor – Parish Maintenance will mop the floor later.
8. DAMAGE DEPOSIT:
 - a. Parish Maintenance will inspect the building immediately after event for damage etc. Repairs and excessive cleaning will be assessed to the user.
9. KEY FOR FACILITY: Contact the Parish Office to make arrangements to pick it up. Key must be placed in the DROP BOX immediately after the Bosco Center is used.

I have read and understand the policies and agree to abide by them. I accept full responsibility for any damages incurred during use of the Bosco Center

4/20/22 Signed: (Responsible Party) _____ Date: _____