

Cathedral of the Most Blessed Sacrament
Facilities/Room Use Policy

This BSC Facilities/Room Use Policy will go into effect January 1, 2020. The purpose of this policy and use of the Reservation Request form is to ensure resources are properly scheduled with adequate oversight of the use of the requested facilities by the BSC staff members.

Please contact the Operations Coordinator with questions or comments.

Instructions for completing the Event/Room Reservation Request form:

1. The first section is to be completed by the person requesting use of the BSC facilities.
2. The form must be approved by the BSC staff contact person and dated.
3. The Area Requested section is to be filled out by the BSC staff person, and include the total price of the request.
4. The BSC staff person must complete the Set-Up Request section.
5. The General Provisions section must be reviewed with the requestor by the BSC staff person.
6. If the applicant is ready to make the payment, and is the authorized to execute this agreement, the BSC staff person will request to see their Driver's License or other form of proper identification, and supervise the signing of the back of the form.
7. If any of the areas requested to be used include the church or the chapel, this form must be given to the Liturgy Coordinator before the back of the form can be signed.
8. The Liturgy Coordinator will review the request to use the church and/or chapel and has authority to approve or disapprove the request. The Liturgy Coordinator will also notify the renter if they also need to arrange for a Sacristan to be assigned to their event.
9. Arrangement of security guards will be the responsibility of the BSC staff person approving the form.
10. The Payment Information section of the form will be completed by the BSC Operations Coordinator.
11. A copy of the completed form will be given to the requestor.
12. Cancellation of this agreement must be made in writing to the BSC staff contact person and Operations Coordinator 2 weeks in advance of the event date. Any cancellation to this agreement made after 2 weeks will result in a \$50 non-refundable fee.
13. Any changes to the arrangements agreed to on the Reservation Request form must be made in writing to the BSC staff person and Operations Coordinator 2 work days prior to the event date. Additional fees may be added as needed to these requested changes. The BSC staff contact person and Operations Coordinator have the right to deny any changes to this Reservation request form based on their judgement.