

Blessed Trinity Catholic Church

Orlando

Guidelines for use of Parish Facilities

1. Any proposed use of Parish Facilities should be in keeping with the mission of the parish or, at least, should not conflict with either the mission of the parish or the mission/teaching of the Catholic Church.
2. The proposed use should not be a means of generating income for individuals, families or groups outside of the parish.
3. No parish facilities (meeting rooms, Welcome Center, Parish Center, Church) are rented or leased for the use of individuals and groups. An offering may be requested of non-parishioners for weddings in the church.
4. The Parish Center is generally not available for wedding receptions, however, the use of the Center for funeral collations can be arranged.
5. Parish activities, worship events, Faith Formation and Youth Ministry always take priority in scheduling of space. Use of parish facilities by any other individual or group is contingent on availability of space and the larger needs of the parish, e.g. parking. Priority of use will be granted on the following basis:
 - a. Worship and Liturgy
 - b. Parish Faith Formation Programs
 - c. Parish boards/committees/ministries
 - d. Other recognized parish groups
 - e. Requests from supporting parishioners*

*Supporting parishioners are officially registered and participating members of the parish for at least one year.
6. Use of any of the parish facilities implies that that space be left as it was found, i.e. clean tables and floor, tables and chairs in order, trash put in dumpster at rear of Parish Center, etc.
7. Generally, the use of alcohol in any form is not allowed in the parish facilities, however, beer and wine may be used if permission is granted by the Pastor and/or the designated Staff member and proper legal authorization is obtained.
8. All permission for use of facilities must be obtained from the Pastor and/or the designated Staff person.
9. Smoking is not allowed in any of the parish facilities.
10. All scheduling must be done through the office of the Parish Secretary.
11. All keys must be signed out and returned to the Parish Secretary.

8/15/13