



MOST HOLY TRINITY PARISH

236 Route 390 • Cresco, Pa. 18326

P: 570-595-3100 Fax: 570-595-3200

www.mht-poconos.org • mht-poconos@outlook.com

Facility Use Request

Singular Event

Date Requested: _____

Start time of Event: _____ End time of Event: _____

Recurring Event

Frequency of Event: Weekly Monthly Other: _____

Day(s) of the Week:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Start time of Event: _____ End time of Event: _____

Event Description

Name of Event: _____

It should reflect what would appear on the parish calendar and/or bulletin, if applicable.

Purpose of Event: Faith Formation Fundraiser General Meeting
 Prayer/Liturgy Social Gathering
 Other: _____

Is this a Parish Sponsored Event? Yes No

Are you a MHT Parishioner? Yes No

Are Attendees MHT Parishioners? All None Mixed

Children/Youth in Attendance? Yes No (anyone under 18)

Will Alcohol be on site? Yes No (anyone under 21)

Space Requested

MHT Parish Center - Second Floor Meeting Rooms*

- Large Meeting Room Small Meeting Room Reading Room

**First Floor Meeting Room can be made available by exception in the event that participant(s) restricted mobility hinders second floor accessibility*

Monsignor McHugh School

- Gymnasium Cafeteria Classroom

Personal Contact Information

Your Name: _____

Organization: _____

Phone Number: _____

Your Email: _____

I, the undersigned, have read and understand the attached Most Holy Trinity Facilities Use Form and I/our group agree(s) to its terms and conditions.

Signature

Date

<p>For Office Use: Pastor's Approval: _____ Approval Date: _____</p> <p>Liability Forms: <input type="checkbox"/> Yes <input type="checkbox"/> No if yes, forms received on: _____</p> <p>Minors Present: <input type="checkbox"/> Yes <input type="checkbox"/> No if yes, Charter compliance complete: _____</p> <p>Assigned Code: _____</p>
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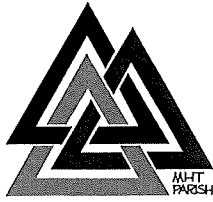
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Most Holy Trinity Parish Facility Use Policy

All facilities of Most Holy Trinity Parish exist to aid in fulfilling the mission of the parish. This Facility Use Policy is intended as a guide to members of the parish community on the availability and use of parish facilities.

1. **Building Usage for Events:** A Facilities Use Form must be completed by any group requesting use of space. This form is available at the Parish Office or on our website. Upon receipt of your completed form it will be reviewed and the contact person will be advised of its approval.
2. **Alcohol Use Policy:** Permission for beer or wine may be requested. Most Holy Trinity Parish does not permit hard liquor. Any alcohol use is only permitted pursuant to the parish's Alcohol Use Policy, which is strictly enforced.
3. **Smoking Policy:** All facilities and grounds of Most Holy Trinity Parish are designated as NON-SMOKING facilities. SMOKING – including vaping – IS NOT PERMITTED IN ANY BUILDING OR ON THE GROUNDS.
4. All persons occupying or using any of the facilities shall take all necessary steps to insure the premises are kept clean and generally cared for during the use or occupancy of the facilities.
5. **Clean-up:** The facility must be returned to the same condition it was in at the time it was occupied. This will include, at a minimum, sweeping/vacuuming all floor surfaces, kitchen cleanup if applicable, removal from the building of all trash, wipe down all surfaces or tables used, completion of the building checklist for the building being used and any special instruction provided by the Parish. Please note that due to a lack of adequate financial support of the parish it is impossible for us to hire maintenance staff to adequately maintain our buildings. Accordingly, general maintenance is now the responsibility of each group using the space.

6. All persons or organizations using any part of any facility of Most Holy Trinity Parish are expected to return the facilities to the same condition it was in when taking occupancy. Any damage occurring during occupancy must be immediately reported to the Parish Office. Arrangements must be made to repair any damage caused by misuse/negligence of the facilities.
7. No one may use nails, tacks, screws, wires or tape on the walls, ceilings or floors of any building without prior approval of the Pastor.
8. It is the responsibility of the user to set up furniture prior to the event. All tables and chairs must be returned to their specified locations.
9. Hallways and doorways shall not be obstructed or blocked, and must remain clear at all times.
10. All persons or organizations using any part of any facility of Most Holy Trinity Parish are responsible for the conduct of those persons or members attending the meeting, function or event, including during any setup or cleanup periods, and shall insure that all persons comply with all laws of the United States and the Commonwealth of Pennsylvania, all ordinances of Paradise Township including acquiring and paying for all permits required by such agencies, as applicable, and all rules and regulations of the Diocese of Scranton and Most Holy Trinity Parish.
11. Failure to comply with all rules, or any misuse of the facilities may result in the revocation of the privilege to use the facilities or the requirement of a security deposit prior to any future use, or the imposition of such other restrictions as the Facility Use Committee deems prudent to prevent any further non-compliance or misuse.
12. Entry Codes will be assigned prior to usage. Please note that Codes will only work for the days/hours requested.
13. Please help us to care for our facilities by letting us know of any maintenance problems.



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Most Holy Trinity Parish Alcohol Use Policy

The sale or use of alcohol on Most Holy Trinity Parish Property is generally prohibited. Any parish sponsored event proposing to serve alcohol must petition the Parish Pastoral Council for a variance or exception to this policy. Non-parish sponsored groups must also petition the Parish Pastoral Council and in addition take out a “Special Events Coverage” policy from the Diocese of Scranton Insurance Program. Exceptions may be made by the Parish Pastoral Council, under such restrictions, safeguards and deposit requirements as the Parish Pastoral Council deems necessary for the protection of the facilities and/or other people using the facilities.

A form requesting a Special Alcohol variance must be submitted in writing. No oral variance to the Alcohol Use Policy for these premises will be valid or considered valid, and failure to obtain required written permission will be considered refusal of such permission. Further, the user, upon granting of permission to have alcohol at the premises, shall assume and does assume all responsibility and liability for the actions of those persons consuming alcoholic beverages and shall indemnify and hold harmless Most Holy Trinity Parish and the Diocese of Scranton for any and all damages directly or indirectly resulting from sale, use, or possession of alcoholic beverages at or on the premises. Under no condition may alcohol be served to minors (i.e. individuals under the age of 21).

Sale, use, or possession of alcoholic beverages on the premises without such written permission shall be cause for immediate termination of the usage agreement.

General Facilities Checklist:

1. Return room to condition in which it was found.
2. Vacuum or sweep the floors and return all furniture to its proper place.
3. Flush all toilets and clear sinks of water.
4. Take all trash to the outside trash cans and put fresh, clean liners in the cans.
5. Turn off all air conditioners/fans.
6. Turn off all lights.
7. Secure and lock all doors.

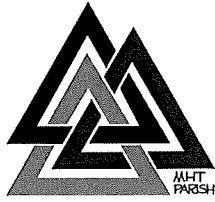
** Please note that due to a lack of adequate financial support of the parish it is impossible for us to hire maintenance staff to adequately maintain our buildings. Accordingly, general maintenance is now the responsibility of each group using the space.*

Kitchenette Usage

If any group uses the upstairs Kitchenette the following procedures should be followed:

1. Counter tops should be wiped, using provided cleaner and towels.
2. Wipe cabinet fronts for splatters and spills.
3. Coffee pots and makers are to be turned off and cleaned. Coffee grinds are to be put in the trash.
4. Clean all sinks.
5. Any kitchen utensils should be washed, dried, and returned to its proper place.
6. Check that any electrical devices have been turned off.
7. Leftovers and/or unused food may be stored for one week. Label the food or drink with date. Unlabeled food/drink will be immediately disposed of.
8. Remove all trash to outside trash cans. Replace clean liners in all trash cans.
9. Floors are to be swept and/or vacuumed.
10. Any towels used should be placed in the basket for laundering.

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Most Holy Trinity Parish Special Alcohol Variance Request

Name of Event: _____

Date of Event: _____

Time of Event: _____

Number Attendees: _____

Type of Alcohol Planned: _____

Manner of Serving: _____

I/we understand that an open bar is unacceptable. All rules and regulations of the Pennsylvania Liquor Control Board will be followed. I understand that hard liquor (such as but not limited to whiskey, tequila, rum, vodka, gin, etc.) is not permitted on the parish premises and no beer/wine deliveries will be made between the hours of 8:00 a.m. and 3:00 p.m. school days.

Signature of Requesting Party: _____

Date: _____

For Office Use Only:

Date Request Received: _____

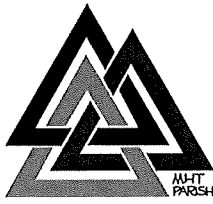
Request Received by: _____

Approved/Disapproved by: _____

Date: _____

Insurance Form Required: Yes No

If Yes, form in file: Yes No



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Facilities Use Violation

Group: _____

Date: _____

Issue(s):

Reported by: _____

Pastor: _____

Group Contact: _____

First Notice

Second Notice

Final Notice

Please note that upon your third and final notice parish properties will no longer be available for your group's activities.

Diocese of Scranton
Insurance Program – “Special Events Coverage”

Please Complete ALL information on this Form

Name of Parish/Contact Person: _____

Parish Address: _____

Name of Sponsoring Organization or Individual Requesting Coverage (Additional Insured)

Type of Event (Wedding, Bazaar): _____

Date of Event: _____ Time of Event: _____

Contact Person, Address, City, Address, Phone: _____

Is Liquor Being Served? Yes No
If yes, waiver must be signed

Is Food Being Served? Yes No

Estimated No. of Attendees: _____

Notification of an Event must reach Diocese Office at Least 24 hrs. in advance of the Event.

“Special Events” Coverage Carrier:	Great Divide Insurance Company	
Cost of Coverage:	Class 1 \$100 for 1-100	<input type="checkbox"/>
	Class 1 \$120 for 101-500	<input type="checkbox"/>
	Class 1 \$175 for 501-1,500	<input type="checkbox"/>
	If other Than Class 1 Refer to Attached Schedule	<input type="checkbox"/>
Limit of Liability:	\$1,000,000, including host liquor liability	

Complete and return this form with Payment to:
Sharon Porcello
Sharon-Porcello@dioceseofscranton.org
300 Wyoming Avenue
Scranton, PA 18503

Make check payable to: Diocese of Scranton

Date of Event

RE: **Diocese of Scranton**
Insurance Program Special Events Coverage

Please confirm with your signature below that this celebration involving consumption of Adult Beverages will be limited to those attendees over 21 years of age and that consumption by those under 21 years age will be strictly prohibited.

Very truly yours,

X _____
Signature Date

Printed Name _____

Name of Organization _____

Form must be included with application.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

LIMITATION OF COVERAGE TO DESIGNATED HAZARDS

HAZARD I

(Low/Minimum Hazard Risks)

Antique Shows	Dance Shows/Recitals	Mobile Home Shows
Art Festivals	Debutante Balls	Operas
Art Shows	Drill Team Exhibitions	Organized Sight-seeing Tours
Auctions	Educational Exhibitions	Pageants
Automobile Shows	Electronics Conventions	Parties < 500 attendance
Awards Presentations	Expositions	Plays
Ballets	Fashion Shows	Proms
Banquets	Fishing Shows	RV Shows
Bazaars	Flower Shows	Scouting Jamborees
Beauty Pageants	Garden Shows	Seminars
Bingo/Casino Games	Graduations	Social Receptions
Boat Shows	Harvest Festivals	Speaking Engagements
Body Building Contests	Holiday Shows - Christmas tree lighting	Symphony Concerts
Business Meetings	Home Shows	Teleconferences
Business Shows	Housing Shows	Telethons
Charity Benefits, Auctions & Sales	Instructional Classes (Non-Mechanical)	Theatrical Stage Performances
Civic Clubs & Group Meetings	Ladies Club Events	Trade Shows in Buildings
Concerts - Indoor, < 1500 attendance	Lectures	Vacation Shows
Consumer Shows	Luncheons	Voter Registration
Conventions in Buildings	Meetings (Indoors)	Wedding & Receptions
Craft Shows		

HAZARD II

(Medium/Average Hazard Risks)

Aerobics - Jazzercise Demonstrations	Political Rallies
Animal Acts/Shows	Religious Assemblies
Concerts - Outdoor, < 1500 attendance	Reunions
Debuts	Rummage Sales
Evangelistic Meetings	Sidewalk Sales
Farmers Markets	Sporting Events - Non-contact (bicycle rallies, golf, tennis, racquetball, handball, marathons, fun runs, 10k races, gymnastics competitions, ice-skating shows, etc.)
Food Concessions	Street Fairs
Instructional Classes (Mechanical)	Swap Meets
Job Fairs	Trade Shows - Outdoors
Livestock Shows	Parades < 500 Spectators
Picnics without Pools or Lakes	

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HAZARD III

(Moderate Hazard/Increased Exposure/Average Risks)

Casino and Lounge Shows	Recreational Events - fishing contests, corporate challenges
Concerts - 1500 attendance to 5,000 attendance	Scavenger Hunts
Heads of State Events	Soap Box Derbies
Picnics with Pools or Lakes - excluding Swimming & Diving Lessons	Sporting Events - contact (baseball, softball, basketball)
	Union Meetings

LIMITATION OF COVERAGE

This insurance does not apply to "bodily injury", "property damage" or "advertising injury" arising out of any concert, performance, event or activity not listed in Hazard I, Hazard II or Hazard III, above. Any concert, performance, event or activity not listed above must be reported to the Company and endorsed to the policy in order to be covered by this insurance.

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TENANT USER LIABILITY INSURANCE PROGRAM RATES BY HAZARD CLASS

For a description of risks included in the three hazard groups, please refer to CG E16 - AS 08 04. Any risk that is not included in those three hazard groups must be referred to the Company for underwriting approval and pricing.

The following rates are for limits of \$1,000,000 each occurrence, \$1,000,000 policy aggregate:

Admissions or Attendance	Hazard Group I	Hazard Group II	Hazard Group III
1 to 100	\$100	\$125	\$195
101 to 500	\$120	\$215	\$345
501 to 1,500	\$175	\$255	\$455
1,501 to 3,000	\$230	\$425	\$715
3,001 to 5,000	\$345	\$540	\$880
Over 5,000	Refer to Company	Refer to Company	Refer to Company

The following rates are for limits of \$1,000,000 each occurrence, \$2,000,000 policy aggregate:

Admissions or Attendance	Hazard Group I	Hazard Group II	Hazard Group III
1 to 100	\$110	\$137	\$215
101 to 500	\$132	\$237	\$380
501 to 1,500	\$193	\$281	\$501
1,501 to 3,000	\$253	\$468	\$787
3,001 to 5,000	\$380	\$594	\$968
Over 5,000	Refer to Company	Refer to Company	Refer to Company