



MOST HOLY TRINITY PARISH

212 Route 390 • Cresco, Pa. 18326

P: 570-595-3100

www.mht-poconos.org • office@mht-poconos.org

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.

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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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