



Highland Road at Dalrymple Drive  
Louisiana State University

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## **GUIDELINES FOR THE USE OF FACILITIES (COMMUNITY ORGANIZATIONS)**

Whenever possible, we gladly make our facilities available for the use of non-profit organizations. We do ask that you respect the following general guidelines so as to enable us to maintain our facilities in good condition for the use of others in the community.

Please make your request directly to the Pastor of Christ the King Parish, giving the name of the organization and of the contact person, the event, the number of people expected, and the facility(ies) needed. Once the request is approved, you will be asked to sign this form indicating that your organization is aware of these guidelines and will observe them while you are guests at Christ the King's. You are also responsible for enforcing these guidelines in regards to the behaviors of those who participate in the event sponsored by your organization.

No activity will be permitted or tolerated on the Parish property that in any way is immoral or unlawful, including anything contrary to the laws or policies of the Roman Catholic Church and Louisiana State University.

Christ the King Parish seriously takes the safety of our children and so insists on the lessee's responsibility to ensure that all individuals who work with minors while on the premises of Christ the King Church and Catholic Center have completed the requirements of the State of Louisiana or of the Diocese of Baton Rouge (background check, safe environment training, signed Code of Ethics)

No alcoholic beverage of any kind is to be served at the function; nor is smoking allowed inside Christ the King facility. After the function, the facility must be left as clean as when it was found.

All furniture or furnishings of the Parish must remain at all times inside the room in which they are found. They cannot be removed from the premises for any reason. Likewise, all items attached to walls shall remain in place. Furnishings and decorations in the church are not to be moved for any purpose whatsoever.

Violations of any of these guidelines by any participant of the event will result in the immediate cancellation of the event and everyone will be asked to immediately vacate the premises.

*One copy to Organization's representative, one copy to Christ the King Parish & LSU Catholic Center*

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Signature of Group Representative

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Date

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Name of Organization (please print)

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Name of Representative (please print)

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Phone and Email (please print)

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Date and Time of Event (include set up time)

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Location of Event

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Set-up:

Fee: \$ \_\_\_\_\_

**Comments:** Center to be left in exactly the same condition as found and clean up must be complete one hour after the conclusion of the event.

For office use: key picked up \_\_\_\_\_ (date) key returned \_\_\_\_\_ (date)

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