

Holy Family Catholic Church Facilities Use Policy and Guidelines

Purpose

The purpose of these policies is to provide a consistent set of expectations for those organizations and members of the parish who utilize the parish facilities for various activities.

In order to maintain a place where the members of Holy Family Parish can grow in their faith, and grow as a parish family, we must all be stewards of the gifts that God has given us. Therefore the basis of the policies and guidelines contained herein is simply: "These facilities are one of God's many gifts to our Parish, and we each must take responsibility for their proper use, their upkeep and cleanliness." As good stewards, we must always leave the facilities in better condition than when we arrived.

Steward: a person who manages another's property or financial affairs; one who administers anything as the agent of another or others.

Holy Family Facilities

The facilities of Holy Family Parish include the buildings, outdoor structures, grounds, parking areas, playground, and equipment owned by Holy Family Parish.

Permitted Users and Uses of Holy Family Facilities

Use of parish facilities will be divided into three levels of priority.

- **Priority Level 1** includes sacramental uses by internal Parish organizations, other Parish sponsored groups, and uses by Diocesan organizations.
- **Priority Level 2** includes parishioner requested events. To request use of the facilities, a person must be an active member of the parish.
- **Priority level 3** includes all other requests for use of parish facilities. These will be considered on a case by case basis pending approval by the facilities review board.

Usage Guidelines

- All proposed uses must be within the stated mission of Holy Family Parish
- All uses must be in accord with the Catholic Church and Catholic teachings.
- All uses must be nonprofit or charitable in nature, for profit business use is prohibited.
- All Tobacco Use (Smoking, dipping, chewing) is disallowed in all parish buildings.
- Pets, guide dogs excepted, are only allowed on the property with special approval.
- Coffeemakers are available. Users must supply their own coffee.
- Facilities are only available during non-mass times (Level 1 events excepted).

- Prior day setup time availability will depend on events scheduled for the prior day.
- Subletting of parish property by a scheduled user is prohibited.
- Users of the Family Life Center kitchen facilities must receive prior instruction and agree to be bound by the Family Life Center Kitchen Policy.
- Decorations may not be attached to walls or ceilings.
- Failure to observe these guidelines and policies may result in the loss of facilities use privileges.
- Priority Level 2 events will require a staff member to open and close the facilities if the user is not a key holder
- Priority Level 3 events will require a staff member on site during the entire function. (included in the usage fee)

Holy Family Catholic Parish reserves the right to refuse facility use to any person or organization. This includes denial of future use and the possibility of required evacuation of the property during a scheduled use in the case of violation of these policies.

Alcoholic Beverages

Alcoholic beverages are not allowed in the Church (Sanctuary) at any time.

Holy Family Parish allows only wine, beer, and champagne to be served on the premises to adults over 21. Hard liquors are prohibited. The applicant for use of Holy Family facilities is responsible for ensuring that alcoholic beverage service is available only to adults age 21 or over. The consumption of alcoholic beverages on parish property outside of properly scheduled facilities use is prohibited.

Application for Use

The church office will schedule all priority level 1 events. Requests for use by parish organizations may be made by written request of the parish staff member in charge of scheduling (Secretary). E-mail and fax are permitted. Level 2 and 3 applications for facility use must be made on the "Application for Facilities Use" form. Level 2 applications must be accompanied by the completed "Assumption of Risk and Indemnity Agreement" form and all appropriate advance fees. Level 3 applications for facility use must be accompanied by the completed "Level 3 Facilities Use Agreement and Release of Claims".

Advanced Notice Requirements

Reservations may be made up to one year in advance, but reservations for levels 2 and 3 will only be confirmed four months in advance. For events which require confirmation more than four months in advance, an additional deposit of \$100 will be assessed. The additional deposit is non-refundable for cancelations less than four months prior to the event date. Conflicts will be resolved by the Church Office. In order to minimize disruptions, every attempt should be made to schedule level 1 events, except funerals, at least four months in advance.

Facilities Use Fees

All fees will be as listed on the Holy Family Parish Facility fee schedule. Fees do not apply to parish sponsored organizations.

Liability

A liability release form, the "Assumption of Risk and Indemnity Agreement", must be included with applications for level 3 events.

Holy Family Parish will not be responsible for any items left behind, damaged, or lost while using Parish facilities.

Issuance of Facilities Keys

Facilities Keys are issued on an as needed basis. In order to be considered for a key a person must:

1. Complete an application for a key and Key Agreement
2. take facilities training course

Failure to observe these guidelines and policies may result in key being recalled.

Facilities Review Board

The facility review board shall review all priority level 2 and 3 applications. The board shall have the authority to approve or disprove facility use, and to waive portions of this policy as needed.

The facilities review Board shall be composed of four persons:

- (2) -- Parish Council members
- (1) -- Staff member in charge of scheduling (Secretary)
- (1) – The Pastor

The review board shall meet or communicate as required.

Holy Family Facilities list, uses and restrictions

Facility	Intended use	Restrictions and comments
Main Church Building		
Sanctuary	Worship services, sacramental uses, Choir practice	No other uses except religious education without special permission from the pastor
Gathering space	Gathering area, confessional	May be used for small group meetings
Kitchenette	Food preparation area and support of church services and religious education/youth group	Prior approval required for use other than religious education and youth group.
Youth room	Small group meetings, youth group	
Small classrooms	Small group meetings, religious education.	
Main area	Multiuse and small group meetings	Reservations required
Family Life center		
Great Hall	Multiuse with prior approval	Hanging of posters, papers, banners, etc. using tacks, pins, masking or duct tape, or glue sticks is not permitted. 3M command poster strips are permitted. Throwing or kicking of objects in the Hall is not permitted.
Kitchen	Food service support	Kitchen facilities require reservations, and prior training. Kitchen facilities are limited to those 12 and older.
Small meeting rooms	Small group meetings, religious education	Reservations required for use other than religious education.
Conference room	Small group meetings	Reservations not required but suggested. Without a reservation room is first come first serve.
Pavilion	Picnics, receptions, group meetings	Reservations required. Vehicle traffic to and from Pavilion over grassy areas should be kept to an absolute minimum.
Parking areas	Vehicle parking	Parish parking only, except with prior approval "Heavy" vehicles, such as large trucks, trailers, or RVs are not allowed. Overnight parking requires prior approval.
Rectory	Gather/Meetings	By Invitation Only

Holy Family Catholic Parish
 307 Black Oak Ridge Road
 Seymour, TN 37865

Facility Fee Schedule

Facility	Usage Fee ³	Cleaning and Damage Deposit ⁴	Setup Charge ⁷
Church	\$0 -- Active Member ¹	\$100/300 per event	
	\$100 -- Inactive member ²	"	
	\$300 – Nonmember	"	
Family Life center without kitchen	\$0 -- Active Member	"	\$50 + \$0.25 per person
	\$100 -- Inactive member	"	\$50 + \$0.25 per person
	\$300 – Nonmember	"	\$50 + \$0.25 per person
Family life center with the kitchen use	\$0 -- Active member	"	\$50 + \$0.25 per person
	\$200 -- Inactive member	"	\$50 + \$0.25 per person
	\$400 – Nonmember	"	\$50 + \$0.25 per person
Pavilion	\$0		

Notes:

1. An active member is a person who has been registered in the parish for six months or more, attends Mass weekly, and has a history of regular giving of time talent and treasure.
2. An inactive member is a person who has been registered in the parish for less than six months, or has no record of regular attendance or giving.
3. Use fee includes use of the facilities for the time required, use of parish house wares, furnishings, and equipment, and unlocking and locking of the facility by a staff member (if necessary). For nonmembers, this fee also includes the cost of a staff member being present at all times (required).
4. Cleaning and Damage Deposit Shall be \$100 unless alcohol is served at the event which will require a \$300 Cleaning and damage deposit. In addition, if alcohol is served, an additional insurance rider or proof of liability coverage may be required.
5. Cancellations more than one month before an event are at no charge. Cancellations less than 48 hours before an event may cause forfeiture of the full cleaning and damage deposit. Cancellations and other times it may result in forfeiture of one half of the cleaning and damage deposit.
6. Deductions may be made from the damage and cleaning deposit for cleaning at a rate of \$25 per hour with a one-hour minimum. See cleaning criteria. Deductions for damage will be for actual cost of repair or replacement regardless of deposit amount.
7. Setup charge is optional if selected includes the setup and takedown of the requested equipment.

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Cleaning and Shutdown Requirements of Parish Facilities

Cleaning Requirements for the Church

1. All flower arrangements and other decorations must be removed unless permitted by prior approval.
2. If the kitchenette area is used
 - a. The floor must be swept and mopped.
 - b. Trash must be removed from the building.
 - c. Countertops must be wiped clean and sanitized.
 - d. The sink must be empty and clean.
 - e. All parish owned dishes, eating utensils, and cups must be cleaned and put away
 - f. All user supplied food and supplies must be removed.
3. All areas must be swept or vacuumed and be free of trash and debris.
4. All trash must be taken to the dumpster or removed from the building.

Cleaning Requirements for the Family Life Center

1. Clean all food and spills off all tables and chairs
2. Wet mop all floor spills in great Hall.
3. Dust mop, sweep, or vacuum all areas that were used.
4. Reset tables and chairs as shown in the normal setup diagram unless setup was requested and paid for.
5. Make sure restrooms are clean of all trash
6. All trash and garbage must be removed from building.
 - a. Trash should be placed in the dumpster outside of the building.
 - b. Excess trash which will not fit in the dumpster must be removed from church property by the users of the Family Life Center.
 - c. New trash bags should be placed in all garbage containers
7. Check that all toilets and urinals flush properly with no stoppage
8. If kitchen was used, clean kitchen according to kitchen manual
9. Turn off all lights in all rooms and areas used.

Cleaning requirements for the Pavilion and grounds

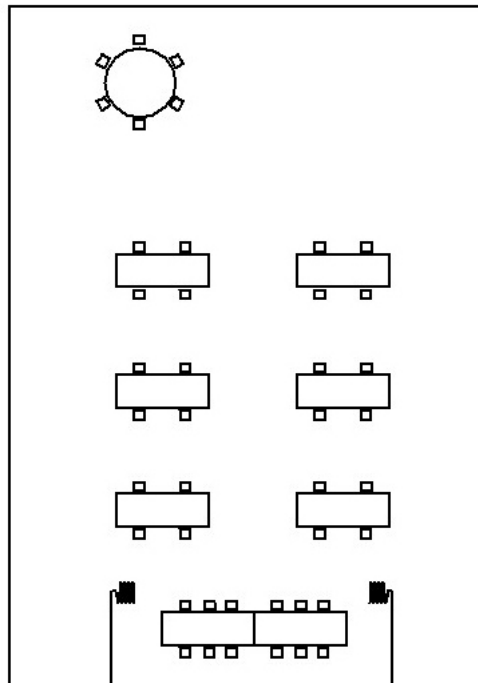
1. All tables and chairs must be cleaned of all food and spills.
2. All tables and chairs must be removed to the storage building.
3. All spills and food must be cleaned from the concrete surfaces.
4. All trash must be removed and placed in the dumpster.
 5. Excess trash not fitting in the dumpster must be removed from Parish grounds.

Main Church Cleaning and Shutdown Checklist

Church Building

	All trash has been removed from the building
	All facilities which have been used have been cleaned
	Coffeemaker is off
	Downstairs air conditioning has been set to 78° and heat to 65°
	Tables have been reset to normal positions
	Bathroom lights are off
	Mechanical room lights are off
	Kitchen lights are off
	Classroom lights are off
	Exterior doors are locked
	Stairwell lights are off
	Wrought iron door is locked
	Choir loft lights are off
	Side doors are closed
	Church lights are off
	Vestibule lights are off
	Alarm is set
	Main entry door is locked

Basement Table Layout

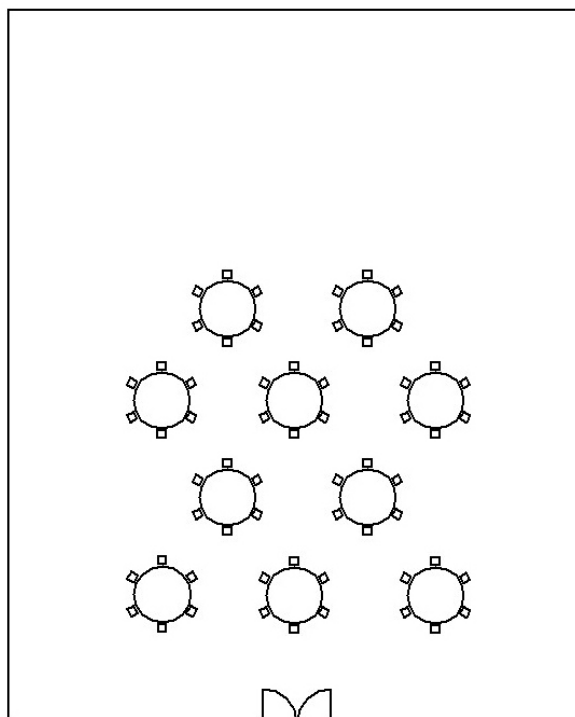


Family Life Center Cleaning and Shutdown Checklist

Family Life Center

	All trash has been removed from the Hall, Meeting rooms, Restrooms and Kitchen
	All Spills and Food have been mopped and swept up
	All tables and chairs have been wiped clean
	The Main hall and meeting room floors have been dust mopped
	Tables have been reset to normal positions (see below)
	If Used, Kitchen has been cleaned according to Kitchen Manual
	Exterior doors are locked (Hall, Kitchen, Storage Room)
	Maintenance room (off of Mens' Restroom) Door is closed
	Mens and Ladies restroom lights are off
	Storage Room Lights are off
	Kitchen lights are off
	Meeting room lights are off
	Television is off
	Foyer has been Swept, and any spills mopped
	Main Hall lights are off
	Conference Room lights are off
	Foyer lights are off
	Alarm is set
	Main entry door is locked

Family Life Center Table Layout



Holy Family Catholic Parish
307 Black Oak Ridge Road
Seymour, TN 37865

Application for Key

Applicant's Name and Address: _____

(Please Print)

Home Phone: _____ Work Phone: _____

Mobile Phone: _____ Email Address: _____

Reason a Key is needed: _____

Organization Represented (if any) _____

I have read, accept, and agreed to abide by the Holy Family Facility Use Policy. I understand that prior to issuance of the key I must attend a facilities training session. I agree not to make unauthorized copies of any keys issued to me, or allow unauthorized persons access to the keys or security codes. I agree to return any keys issued to me upon request of the parish.

Applicant Signature _____ Date _____

<p>Parish Office Use Only</p> <p>Request: _____ Approved _____ Disapproved _____</p> <p>Key Type Issued (Exterior Door, Office Access, Sacristy Access, Other: _____)</p> <p>Date Approved: _____ Date of Training Session: _____</p> <p>Date Key Issued: _____ Date Key Recalled: _____</p> <p>Date Key Returned: _____ Security Code: _____</p>
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Holy Family Catholic Parish
307 Black Oak Ridge Road
Seymour, TN 37865

Application for Facilities Use (Level 2)

Applicant's Name and Address: _____

(Please Print)

Home Phone: _____ Work Phone: _____

Organization Represented (if any) _____

Are you a registered member of Holy Family Parish ? ___Y ___ N, If Yes how long? _____

Type of Event _____ Number of Attendees _____

Length of Use (Approx.): _____

Facilities Requested:

<input type="checkbox"/>	Church	<input type="checkbox"/>	Family Life Center:
<input type="checkbox"/>	Church Basement	<input type="checkbox"/>	Family Life Center Kitchen
<input type="checkbox"/>	Pavilion	<input type="checkbox"/>	Other:

Date Requested: _____ Time Requested: _____

Setup Date/Time: _____ Need facilities opened? ___ Yes ___ No

Will alcohol be served OR consumed at the event ___ Yes ___ No

Furniture / Special Furnishing Arrangements/ Setup Requested, Setup Requested? ___Y ___N

See Holy Family Facility Fee Schedule

Usage Fee _____
Setup Fee _____
Cleaning and Damage Deposit _____
Total Fee: _____

I have read, accept, and agreed to abide by the Holy Family Facility Use Policy. I shall be responsible for any damage or loss sustained to the facilities or property of Holy Family Catholic Parish. I have attached a signed copy of the Holy Family Assumption of Risk and Indemnity Agreement along with payment of the required fees. I hereby submit my request for use of the above noted facilities at the date and time listed. I understand that if disapproved, all attached fees will be returned to me.

Applicant Signature _____ Date _____

Facilities Review Board Use Only

Date: _____ Approved _____ Insurance Required _____ Disapproved _____

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Assumption of Risk and Indemnity Agreement

Date: _____ Date of Activity: _____

Description of Activity:

The undersigned person request permission to make use of the parish facility for the intended purpose described above.

In consideration of "permissive entry" to the facility, the undersigned, their personal representative, heirs and assigns, **do hereby:**

1. **RELEASE, DISCHARGE AND COVENANT NOT TO SUE** Holy Family Catholic Parish, the Roman Catholic diocese of Knoxville, and their agents, employees and volunteers (releasee) for any and all claims and liability arising out of the conduct or lack thereof on the part of the releasee or any other user of the facility which causes the undersigned injury, death or property damage, and further agrees to hold releasee harmless and indemnify releasee from any claim, judgment or expenses releasee may incur by participation in the described activity.
2. **UNDERSTAND** that participation in the described activity involves danger and risk of injury. The inherent danger is understood and voluntarily assumed.
3. **ACKNOWLEDGE** that the undersigned is aware of equipment and safety regulations and will comply with each regulation ASSUMING ALL RISK for themselves and all liability to others for failure to do so. No oral representations or inducements have been made to obtain my signature on this agreement. If any portion of this agreement is held invalid, it is agreed that the balance thereof shall continue in full legal force and effect.

I HAVE READ THIS DOCUMENT. I UNDERSTAND THAT IT IS A RELEASE OF ALL CLAIMS. I UNDERSTAND THAT I ASSUME ALL RISK INHERENT IN THIS ACTIVITY. I VOLUNTARILY SIGN MY NAME EVIDENCING MY ACCEPTANCE OF THESE PROVISIONS.

Printed Name

Signature

LEVEL 3 Facilities Use Agreement and Release of Claims

Date(s) & Time(s) of Activity	
Description of Activities:	

The undersigned person(s) and/or group(s) [referred to as "User"] request permission to make use of the facilities at Holy Family Church, Seymour, Tennessee [referred to as "the Church"] for the intended purpose described above.

In consideration of "permissive entry" to the facilities and premises, the undersigned to this Agreement, their personal representative, heirs and assigns, **do hereby agree to comply with the following conditions and requirements** regarding the use of the Church's property and Facilities:

CONDUCT

User is solely responsible for the conduct and actions of its guests, attendees, participants, agents, servants, contractors, and volunteers while on the premises of Holy Family Church and using the Church's facilities.

ACTIVITIES

User shall only use the Church's facilities for the date(s), time(s), and activities described above. Any use of Church facilities by User outside of these parameters is not permitted.

USER'S LIABILITY / INDEMNIFICATION

User shall be responsible for the supervision and control of its event attendees, representatives, invited guests, uninvited guests, agents, and/or contractors at their scheduled event, and their activities on the Church premises. User agrees to indemnify and hold harmless, assume liability for and defend, Holy Family Church and the Diocese of Knoxville and its officers, employees, agents, and volunteers, from and against any and all actions, claims, liabilities, assertions or liability, losses, costs, and expenses, which in any manner arise or are alleged to have arisen, from the acts, omissions or wrongful conduct of User, in connection with User's operations, activities, occupancy, or use of the Church premises. Holy Family Church may, at its discretion, require User to furnish a Certificate of Insurance. Such insurance shall designate "Holy Family Church and the Diocese of Knoxville, its officers, employees, agents, and volunteers" as an additional insured under the policy. Such policy shall be issued with a minimum "A-" AM Best rating, and signed by an authorized agent, as evidence of User's financial ability to meet its obligation under this section.

User hereby agrees to indemnify, defend and hold harmless Holy Family Church and the Diocese of Knoxville, its officers, officials, employees, agents, and volunteers from and against all claims, injuries, damages, losses, expenses, and penalties that may arise during or be caused in any way by such occupancy or use of facilities. User agrees to protect and save harmless Holy Family Church and the Diocese of Knoxville, its officers, officials, employees, agents, and volunteers from and against any and all claims, injuries, damages, losses, expenses, and penalties, which may accrue as a result of User's failure to comply with this requirement.

INSURANCE

The following clauses regarding insurance are applicable to this Agreement only if checked:

- Holy Family Church **does not require User to obtain insurance** to cover its use of the Church facilities for the purpose described above.
- Holy Family Church **requires User to obtain insurance** to cover User's use of the Church facilities for purpose described above. A Certificate of Insurance must be filed with Holy Family Church prior to the use the facility. User shall provide a Certificate of Insurance evidencing general liability insurance is currently in force with limits not less that \$1 million per occurrence. An additional liquor insurance policy must be obtained and presented for the use of alcohol. The Certificate of Insurance must provide that Holy Family Church will be given at least ten (10) days advance written notice in the event of cancellation or material change in coverage. Additionally, User shall provide an endorsement naming owner, its officers, officials, employees, and volunteers as additional insured. The insurance company must have an AM Best Rating of "A-" or better. Holy Family Church requires that original certificates and endorsements be presented before the approval of the Facility Use Agreement.

ALCOHOLIC BEVERAGES

If alcoholic beverages are served by User for its event on Church premises, then User agrees to the all of the following conditions:

- The serving and use of alcoholic beverages must conform to all state and local laws.
- Alcoholic beverages are only allowed to be served only under strict adult supervision.
- No alcoholic beverages are to be served to a minor under any circumstances.
- No alcoholic beverages are to be served to any person who is intoxicated (as defined by state and local laws).
- Alcoholic beverages permitted to be served on Church premises are limited to beer, wine, and champagne only.
- Non-alcoholic beverages must also be provided when alcoholic beverages are served.
- The alcoholic beverages served must be part of a planned food and beverage program for User's event, rather than a program serving alcoholic beverages only. The serving of alcoholic beverages can not be the sole purpose of User's event.
- Alcoholic beverage consumption is restricted to areas designated and as stated in this Agreement.
- Alcoholic beverages may not be taken into the restrooms or outside of the building.
- User shall designate responsible adult servers who have been instructed of the liability of serving alcoholic beverages and the laws and regulations applicable to serving alcohol. Only those designated adults shall serve alcoholic beverages at User's event.
- The alcoholic beverages shall solely be supplied by User and under User's control.
- User shall assume full responsibility to ensure that no one under the legal drinking age is supplied with any alcoholic beverage or allowed to consume any alcoholic beverage on Church property.
- User shall assume full responsibility to ensure that no one who is intoxicated as defined under state and local laws is supplied with any alcoholic beverage or allowed to consume any alcoholic beverage on Church property
- If required by the Church, User must provide proof of insurance coverage, including host liquor liability and liquor legal liability, in amounts and coverage limits sufficient to meet the needs of the Church, but in no case less than \$500,000 minimum coverage per occurrence. Such insurance must list User (person/group), the caterer, Holy Family Church, and the Diocese of Knoxville as additional insureds, and the proof of insurance must be in the form a formal endorsement to the policy evidencing the coverage and the required additional insureds.

OCCUPANCY LIMITS

User shall comply with the facility occupancy limits as set forth by the Fire Marshall as follows:

Building/Room	Maximum Occupancy (# of Persons)
Family Life Center:	
Great Hall	
Kitchen	
Conference Room	
Small Classroom	
Large Classroom	
Main Church Building:	
Sanctuary	
Gathering Space	
Choir Loft	
Main Area	
Kitchenette	
Kindergarten/Nursery	
Small Classroom	
High School (Youth) Classroom	

INGRESS/EGRESS NOT OBSTRUCTED

All portions of the sidewalks, entries, doors, passages, vestibules, halls, corridors, stairways, passageways, and all ways of access to utilities of the premises must be kept unobstructed by User and must not be used by User for any purpose other than ingress to or egress from the premises.

USE OF CHURCH EQUIPMENT AND FACILITIES

1. User agrees to be responsible for all damages to buildings, grounds, facilities, furniture, appliances, kitchen wares, and equipment incident to its use of Church Property. User shall make no temporary or permanent modifications to Church Property.
2. User agrees to use and occupy Church Facilities and Property in accordance with all Church policies, regulations, rules, and practices and with all applicable municipal, state and federal laws, including, but not limited to, fire codes.
3. User agrees and understands that participation in activities described above involves danger and risk of injury. The inherent danger is understood and voluntarily assumed by User and its guests, attendees, participants, and servants/contractors.
4. User is responsible for providing all necessary and appropriate safety instruction to guests, participants, attendees, and servants/contractors at User's event. User is responsible for any and all injuries, losses, and/or damages to persons, buildings, grounds, facilities, furniture, appliances, kitchen wares, and equipment caused by participants, guests, attendees, and servants/contractors.
5. Any property left on Church Premises shall, after a period of seven (7) days from the last day of the scheduled use, be deemed abandoned and shall become property of Holy Family Church to be disposed of or utilized at its sole discretion.

NONASSIGNMENT

This agreement is personal and User shall not assign this agreement nor allow any other person, group or entity to use the Church Facilities or Property during the scheduled dates(s) and time(s).

FORCE MAJEURE

If the Church Facility is rendered unsuitable for the conduct of User's activity by reason of force majeure, Holy Family Church and User are released from their obligations under this Agreement. Force majeure shall mean fire, earthquake, hurricane, flood, act of God, strikes, work stoppages or other labor disturbances, riots or civil commotions, war or other act of any foreign nation, power of government, governmental agency or authority, or any other cause like or unlike any cause mentioned which is beyond the control of Holy Family Church.

CANCELLATION AND TERMINATION

Holy Family Church reserves the right to cancel or terminate the use and retain the use fees and security deposit paid to the Church if for any reason, within the independent and sole discretion of the Church, there is or will be, any violation of this Agreement, of any rule regarding the use of the Church Facilities, any obligation of User hereunder, or for any other reason based on health and safety concerns of the Church or its officials.

APPLICABLE STATE LAW AND COMPLIANCE

This Agreement shall be governed by and construed in accordance with the laws of the State of Tennessee. User agrees to comply with the applicable provisions of any federal, state or local law or ordinance and all orders, rules and regulations issued there under.

WHOLE AGREEMENT

This writing contains the whole and complete agreement between Holy Family Church and User.

SEVERABILITY

The terms of this Agreement are severable such that if one or more provisions are declared illegal, void, or unenforceable, the remainder of the provisions shall continue to be valid and enforceable.

By signing below, User explicitly affirms that User:

- 1. has read this document and understands that it is a release of all claims against Holy Family Church and the Diocese of Knoxville,**
- 2. agrees to assume all risk inherent in the activities as described above, and**
- 3. voluntarily signs the Agreement evidencing its acceptance of these provisions.**

The undersigned certifies that they are authorized to sign this Agreement on behalf of User and Holy Family Church, respectively, and that User and Holy Family Church acknowledge and accept the terms and conditions herein and attached hereto.

USER
Organization's Name:
Signature of Authorized Representative: X
Printed Name of Authorized Representative:
POSITION/TITLE (if applicable):
DATE:

HOLY FAMILY CATHOLIC CHURCH SEYMOUR, TENNESSEE
Signature of Authorized Parish Representative: X
Printed Name of Authorized Parish Representative:
POSITION/TITLE:
DATE: