



ST. JOAN OF ARC  
CATHOLIC CHURCH

359 West Areba Avenue  
Hershey, PA 17033

Parish Office  
717-533-7168

Religious Ed. Office  
717-533-8578

School Office  
717-533-2854

# Facility Usage and Scheduling Policy

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All Facilities of St. Joan of Arc Parish exist to aid in fulfilling of our Parish Mission Statement. This Facility Usage and Scheduling Policy is intended to serve as rules to abide by in reserving and utilizing parish facilities.

Each request to reserve a space must be submitted using the appropriate forms. Once a facility has been reserved, higher priority users may not unseat lower priority users without the specific approval of the Pastor. The Pastor will make the final decision as to which organizations and/or individuals will be permitted use of all parish facilities.

Parish facilities may NOT be scheduled, or used, for: personal business, fundraising for causes that are not related to parish ministries, or partisan political activity.

## **AVAILABILITY PRINCIPLES:**

The parish facilities will be available for use by the listed groups below in the following order of priority:

### **Priority One:**

- Rectory Staff – Priests
- Parish Staff, School, Religious Education – REP, EDGE, Life Teen, and Adult Education
- Pastoral Ministries

### **Priority Two:**

- Ministries as listed in the Parish Ministry Directory
- Athletic teams and activities

### **Priority Three:**

- Supported Organizations listed in the Parish Ministry Directory
- Active Parishioners
- All Others

## **AVAILABLE SPACE FOR USE:**

Meeting Rooms A/B, C  
School Library  
Kitchen  
Cafeteria  
Gymnasium  
Concession Stand  
St. Lucy Conference Center (Lucy House)



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## ***Rental Fees for Parish Facilities***

Rental fees for the parish facilities will be waived for all Priority One and Priority Two groups. The exception to this policy would be if a ministry or athletic team would want to hold a fundraising event. Each fundraising event needs prior approval of the Pastor and/or his designee prior to conducting such an event. Fundraising events may be subject to a rental fee determined by the Pastor or his designee.

Priority Three groups must submit a request using the appropriate forms. Each event needs prior approval of the Pastor and/or his designee prior to conducting such an event. If approved, a contract and insurance form must be completed and returned at least one week prior to the event. The Pastor or his designee will determine if any rental fees may apply. Rental fees will be assessed using the fee structure below.

## ***Room Rental Fees Per Event***

- School Library - \$25
- Cafeteria - \$100
- Kitchen - \$100
- Gymnasium - \$150
- Concession Stand - \$25
- St. Lucy House - \$150 for full house, \$25 for each single room

*\*Tournaments will be subject to special pricing.*