

Policy on Use of Immaculate Conception Parish Center

1. The parish center may be reserved by calling Tina at the parish office (782-1143) or by email (icses@twcny.rr.com), or by completing a parish center request form on the parish website (<http://www.immaculateconceptionbrownville.org>).
2. To reserve the parish center, one must make a deposit of \$100.00 (payable to Immaculate Conception Church). If the party using the PC cleans the PC after use, and does no damage to the premises, the deposit will be returned. If the PC is not cleaned up or there is damage, the deposit will not be returned.
3. After use, the party using the PC must clean the PC, turn off lights and make sure windows and doors are closed and locked.
4. We will accommodate only parties up to 100 persons in the PC. Parties and other activities should take place inside the parish center, and not on the sidewalks or lawns on the parish property.
5. Parties, other than not for-profit organizations, using the PC will be asked to make an appropriate donation to cover the cost of heat, lights and other utilities.
6. The parish center will be reserved on a first come, first served basis.
7. The parish is happy to accommodate use of the parish center at times it is not used for parish functions, such as religious education, and retreats. We will not reserve the PC at times when weekend Masses are scheduled (due to inadequate parking).
8. No smoking is allowed on parish property.