

**St. Thomas the Apostle Parish**  
**Cleaning Instructions for Rental of Parish Facilities**

The party renting the parish facilities is responsible for cleaning and repairing the facilities that are rented, as well as any other parish property (including the Vitae House, parking lots, playground, ball field, church and rectory grounds, etc.) as a result of the function held. The parish facilities and property shall be returned to a clean and orderly condition after their use.

The facilities shall be cleaned as early as is practical and in time for other scheduled functions which are to follow. Parish grounds around the church and rectory are to be cleaned up prior to the 5:00 p.m. Saturday Mass. Final grounds cleanup must be completed by the 10:00 a.m. Sunday Mass.

In general, the rental party is responsible for:

- Sweeping and mopping floors for all areas used (including hall/gym, kitchen, cafeteria and bathrooms);
- Cleaning and storage of tables and chairs;
- Cleaning bathrooms, including toilets, urinals and sinks;
- Cleaning and returning any parish equipment used (pots, pans, utensils, etc.) to the location where they were found;
- Washing any towels and dish cloths that were used and returning within one week of the event;
- Cleaning all areas used for food preparation and meals;
- Removing all leftover food and beverages at the end of the function/event;
- Picking up trash, emptying all trash cans and putting trash in dumpster;
- Ensuring no parish supplies, other than cleaning supplies, are used;
- Ensuring no parish equipment (tables, chairs, utensils, pots, pans, etc.) leave the parish property at any time (other than taking dirty towels and dish cloths to wash and return);
- Setting all air conditioning and furnaces to proper thermostatic position, turning off lights, and closing and securely locking all doors at the end of the function/event.
- Removing all decorations and other personal items at the end of the function/event, unless prior permission is obtained from the Pastor (or other designated parish employee) for removal at a later time.
- Removing all personal items, food and beverages from the Vitae House (if used to dress for wedding ceremonies) and returning it to a clean and orderly condition prior to the 5:00 p.m. Saturday Mass.

Policies for use of church:

- Rice, confetti, bubbles, and balloons are not allowed in church.
- Sanctuary furniture, liturgical decorations or other church items may not be moved without prior permission of the Pastor.
- All candelabras, bows, extra decorations, and other items (such as trash, tissues, wedding programs, water bottles, flower containers, etc.) are to be removed shortly after the conclusion of the wedding ceremony.

If parish facilities are cleaned properly, free of damage and only the facility area(s) rented were used, the full deposit will be returned to the renter after the property has been inspected by the Pastor or a person appointed by the pastor. If damages are found or the facility is not in a clean and orderly condition, part or all of the deposit may be used for repairing damages and cleaning costs. If damages or cleaning costs exceed the security deposit, the renter will be held responsible to pay the difference within 30 days of the rental. Any and all damages to the parish facilities and property caused by anyone present at the event for which the facilities are rented will be the responsibility of the renter.