

***NORTH AMERICAN MARTYRS CHURCH***  
***2526 Haymaker Road***  
***Monroeville, Pennsylvania 15146***  
***373-0330***

**REGULATIONS CONCERNING THE USE OF NORTH AMERICAN MARTYRS  
DE LUCA HALL AND FACILITIES, 2015 - 2016**

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1. Facilities will be used by parish-affiliated organizations only or by others as approved by Pastor.
2. Date, times and availability must be arranged for, in person, with the Parish Secretary. The Parish Office is open Monday through Friday, 9:00 AM to 5:00 PM. Stop in for, or request by email, a set of forms to fill out. Please fill in both sides of form, with actual dates, prior to returning to make arrangements.
3. The group shall confine its activities exclusively to the area and/or facilities designated in the application form and approved for use by North American Martyrs Church. For example: Use of DeLuca Hall does not provide access to the school, church, library, etc. (Please note Rule No. 12)
4. An application for use of N.A.M. DeLuca Hall and facilities must be submitted for each function, and the name and phone number of a member of the group responsible for the use of our facilities shall be submitted to the church. The responsibility of this person shall be to see that regulations are adhered to, and that all doors and windows are closed, lights are out in those areas approved for the group's use (restrooms and janitor's closets must be checked for lights and dripping faucets), and if the group is the last to leave the Hall, that all lights are turned off and **all doors are locked** when building is closed, insofar as they are able. (Some outside lights are on timers.)
5. Nothing may be affixed, even temporarily, to wall surfaces, doors, ceiling or windows.
6. A group intending to serve food in the Hall shall furnish its own table paper, napkins, and dish towels, or arrange with the Kitchen Equipment Chairperson for the purchase or use of said articles.
7. The key for the facilities may be picked up from the Parish Office or the Kitchen Equipment Chairperson the day of the function and must be returned by the following day by 9:30 AM to the same person.
8. After the kitchen facilities are used, the group will ensure that all gas, water, and electricity are turned off before leaving, waste is disposed of properly, and sinks, stoves, table tops, etc. are wiped clean.
9. If needed, setting up tables and chairs is the responsibility of the group using the room. All facilities must be left as found.
10. No equipment or furnishings shall be removed from the premises.
11. IF ANY PROPERTY IS BROKEN OR DAMAGED, THE GROUP INVOLVED WILL BE ASKED TO REIMBURSE THE CHURCH FOR THE COST OF REPAIRING OR REPLACING SAID PROPERTY. FAILURE TO DO SO WILL RESULT IN THE WITHDRAWAL OF PERMISSION TO USE OUR FACILITIES.
12. VIOLATION OF ANY OF THESE REGULATIONS MAY BE CAUSE FOR REFUSING USE IN THE FUTURE.

A copy of these regulations must be given to each person preparing an  
"Application for Use of DeLuca Hall and Facilities."  
**(Organization to keep this list for their records)**

**NORTH AMERICAN MARTYRS CHURCH**  
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**412-373-0330**

**APPLICATION FOR USE OF DE LUCA HALL AND FACILITIES, 2015-2016**

TODAY'S DATE \_\_\_\_\_, 2015

NAME OF GROUP \_\_\_\_\_

TYPE OF ORGANIZATION \_\_\_\_\_

DATE AND DAY DESIRED \_\_\_\_\_ TIME SPAN DESIRED \_\_\_\_\_  
(PLEASE FILL IN REVERSE SIDE IF MORE THAN ONE DATE IS REQUESTED)

WILL YOU REQUIRE ACCESS TO FACILITIES PRIOR TO THE TIME OF YOUR PROGRAM FOR ADVANCE PREPARATION? \_\_\_\_\_ IF YES, ESTIMATE TIME REQUIRED (May not be before 6:15 PM on weekdays when school is in session) \_\_\_\_\_

PURPOSE FOR USE OF FACILITIES \_\_\_\_\_

ESTIMATED NUMBER OF PEOPLE TO ATTEND \_\_\_\_\_

WHAT FACILITIES ARE DESIRED: DE LUCA HALL  (Total) KITCHEN  (Youth) \* OTHER  (Adults)

SPECIFY EQUIPMENT TO BE USED (Kitchen equipment, PA System, etc.):

\_\_\_\_\_

EXTENT OF ADULT SUPERVISION FOR YOUTH-ORIENTED PROGRAMS \_\_\_\_\_

\_\_\_\_\_

WHO WITHIN YOUR ORGANIZATION WILL TAKE RESPONSIBILITY FOR THE PROPER USE OF THE FACILITIES? \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

NAME OF PERSON IN YOUR GROUP WHO SHOULD BE CONTACTED FOR FURTHER INFORMATION OR NOTIFICATION CONCERNING ACTION ON THIS REQUEST TO USE THE CHURCH FACILITIES:

NAME: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ALTERNATE NAME & PHONE NUMBER IF CONTACT NOT AVAILABLE: \_\_\_\_\_

\_\_\_\_\_

WHEN THE KITCHEN FACILITIES ARE USED, WE CONSIDER A MINIMUM DONATION TO NORTH AMERICAN MARTYRS CHURCH OF \$5.00 PER FUNCTION AS PROPER, IN ORDER TO DEFRAY THE COST OF UTILITIES AND MAINTENANCE OF EQUIPMENT.

PLEASE SIGN: I, \_\_\_\_\_, agree that the above-named organization will comply with the "Regulations Concerning the Use of N.A.M. De Luca Hall and Facilities," a copy of which has been given to me.



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**GUIDELINES FOR USE OF N.A.M. KITCHEN & DE LUCA HALL, 2015-2016**

**TODAY'S DATE \_\_\_\_\_, 2015**

**NAME OF GROUP \_\_\_\_\_**

**DATES OF USE \_\_\_\_\_**

**TIME OF USE \_\_\_\_\_**

**ALL TABLES AND CHAIRS IN THE PARISH HALL WILL BE WIPED OFF AND PUT BACK IN ORDER.**

**ALL KITCHEN COUNTERS WILL BE WIPED OFF.**

**FLOORS IN THE PARISH HALL AND KITCHEN WILL BE SWEEPED IF NEEDED.**

**ALL DISHES, CUPS, SILVERWARE AND UTENSILS WILL BE WASHED AND PUT AWAY.**

**COFFEE POTS, ETC., WILL BE DUMPED AND CLEANED AFTER USE.**

**TABLE LINENS AND DISH TOWELS MUST BE LAUNDERED AND RETURNED IF USED.**

**LIGHTS WILL BE TURNED OFF AND DOORS LOCKED AFTER THE MEETING.**

**Thank you for your cooperation.**

\_\_\_\_\_  
**Committee Leader**

\_\_\_\_\_  
**Date**