



**FOR PARISH OFFICE USE ONLY**

Received by \_\_\_\_\_ Date Received MMM-DD-YYYY

Approved by Parish Priest or Designate Date Approved MMM-DD-YYYY

- Entered in parish calendar  
 Booking confirmed with Organizer

NOTES \_\_\_\_\_

PLEASE **PRINT** CLEARLY.

NAME OF PARISH MINISTRY/COMMITTEE/ORGANIZATION			
NAME OF MINISTRY COORDINATOR		CELL #	EMAIL
NAME OF PERSON RESPONSIBLE/ORGANIZER		CELL #	EMAIL
Name of Catering Company (if any)			Tel. #
DATE REQUESTED	MON TUE WED THU FRI SAT SUN	INCLUSIVE TIME	NUMBER OF ATTENDEES
		Start Time: <input type="checkbox"/> AM <input type="checkbox"/> PM	End Time: <input type="checkbox"/> AM <input type="checkbox"/> PM

DESCRIPTION and PURPOSE of EVENT/ACTIVITY/MEETING	
---	--

AREA/ EQUIPMENT/ FURNITURE REQUESTED	HALL / MEETING ROOM (maximum capacity)	CHURCH (maximum capacity)	EQUIPMENT/FURNITURE		
	<input type="checkbox"/> Guardian Angels Hall (500 ppl-seating only)	<input type="checkbox"/> Church (1200 persons)	<input type="checkbox"/> Fixed screen	<input type="checkbox"/> Kitchen oven/stove**	
	<input type="checkbox"/> Guardian Angels Hall (280 ppl-with table & dance floor)	<input type="checkbox"/> Main Sacristy (25 persons)	<input type="checkbox"/> Fixed projector	<input type="checkbox"/> Kitchen Fridge	
	<input type="checkbox"/> Guardian Angels Hall (320 ppl-table setting)	<input type="checkbox"/> Chapel (40 persons)	<input type="checkbox"/> Bar & Fridge*	<input type="checkbox"/> Kitchen sink/table	
	<input type="checkbox"/> Guardian Angels Hall Foyer (40 persons)	<input type="checkbox"/> Narthex (150 persons)	<input type="checkbox"/> Round tables	<input type="checkbox"/> Sound System	
	<input type="checkbox"/> St. Michael (40 persons)	<input type="checkbox"/> Other (specify): _____	<input type="checkbox"/> Long tables	<input type="checkbox"/> Coffee & Tea Pots	
	<input type="checkbox"/> St. Gabriel (20 persons)		<input type="checkbox"/> Chairs		
<input type="checkbox"/> St. Joseph (10 persons)					
<input type="checkbox"/> St. Raphael (12 persons)					

**Person Responsible/Organizer must comply fully with the following rules and conditions:**

- APPROVAL OF BOOKING:** This form has to be completed and emailed to the Parish Office ([gapparishoffice@gmail.com](mailto:gapparishoffice@gmail.com)) at least **two (2) weeks prior to the event/meeting/activity**. Approval of the booking request will be sent by email.
- CANCELATION OF BOOKING:** Notify the parish office via email ([gapparishoffice@gmail.com](mailto:gapparishoffice@gmail.com)) at least 2 days before the requested date. Organizer must advise the parish office (905.970.9171) of any cancellation in the morning of the date requested in case of bad weather.
- The facilities are not to be used for activity/meeting if the purpose is to promote philosophies or teachings contrary to the faith and morals of the Catholic Church. The criterion is the content or purpose of the meeting, not the organizer.
- The church and the chapel are sacred places. Please maintain silence.
- The use of the Sanctuary outside the Mass (except for ministry training - Altar Servers, Lectors, Eucharistic Ministers, Altar Guild) is prohibited unless **written approval** is obtained from the Parish Priest.
- Parish Office is off limits to non-parish office staff and will remain locked at all times.



7. Firearms and lethal weapons are prohibited in the church premises.
8. The use of recreational drugs of any kind, smoking (including E-cigarettes) within the parish premises are strictly prohibited.
9. The use of any kind of tapes, nails and other adhesive materials that could potentially damage the walls, floors or furniture are prohibited. Only free-standing banners are allowed.
10. Comply with the laws and COVID-19 related guidelines provided by health authorities and the Archdiocese of Toronto.
  - Maximum number of people using the meeting rooms/hall based on the requirements from the health authorities allowing for social distancing of 6 feet (2 meters) for people not within the same household.
    - Indoor meetings – 50 people or less allowing for 6 ft. distancing
    - Outdoor meetings – 100 people or less allowing for 6 ft. distancing
  - a) Masks must be worn when indoors.
  - b) As with all events, those feeling unwell, people with underlying medical conditions or those recently exposed to someone with a positive Covid-19 test should **not** attend the event/meeting/activity.
11. **INCLUSIVE TIME** of the activity/meeting is strictly enforced. This should include preparation time and time for packing up.
  - The Parish Priest or his designate/authorized person will open the premises and disarm the alarm 15 minutes before the Start Time of the event/meeting/activity and will close and set the alarm by the set End Time.
  - Person Responsible/Organizer or designate must arrive at the parish premises 15 minutes prior to the Start Time of the event/meeting/activity. If asked, must present an identifiable valid photo identification acceptable to the Archdiocese or access to the reserved areas will be denied. He/she is also responsible for the conduct and supervision of all persons under his/her charge.
  - A member of the ministry booking the area(s) has to be assigned to open the door for late arrivals.
  - End the event/meeting/activity 15-30 minutes prior to End Time to give ample time to clean up.
  - Ensure that **SPECIAL** parish-sanctioned events end no later than 12 midnight (unless otherwise approved by the Parish Priest) and all participants and guests must vacate the parish premises no later than 12:30 AM.
12. **ATTENDEES/PARTICIPANTS:**
  - Fire Code Regulations require the strict enforcement of the maximum number of persons per designated area.
  - Ensure that All participants of the approved event/meeting/activity are to remain in the designated/assigned areas and are not to wander outside the area(s) booked. Children below 18 years old are **SUPERVISED AT ALL TIMES** and not allowed to roam unattended around the parish premises.
  - Ensure that the number of people involved in the areas that were booked matches the attendance number listed on this form. Numbers above the listed number is a violation of this agreement.
  - Keep a list of attendees for at least one month in case of contact tracing due to an outbreak during a pandemic.
  - Explain to the participants/members before the start of the event/meeting/activity, the policies on the use of the parish facilities and provide the location of the washrooms, fire exits and other security/safety features of the parish premises (example: presence of 24-hour surveillance cameras, emergency exits are to be used only if there is an emergency, entry and exit is only through the main doors of the Parish Hall for meetings in the hall/rooms and the main doors of the church for meetings in the church).
13. **KITCHEN/BAR/SUPPLIES**
  - The use of the kitchen and party supplies without the prior permission from the parish office is prohibited.
  - The Bar can only be used to serve alcohol if it is operated by the Parish Knights of Columbus\*
  - For special events of the parish, it is the responsibility of the Person Responsible/Organizer to obtain LCBO License if alcohol will be served.
  - All parish equipment will be used only as approved.
  - In the kitchen and/or bar, only the refrigerator, sink and stainless-steel table can be used. Kitchen oven & stove cannot be used without the written approval of the Parish Priest and the presence of a professional Chef assigned by the Parish\*\*
14. **CLEANING / SANITIZATION**
  - Must thoroughly disinfect tables, chairs, equipment and any touch-points (door knobs, etc.) at the end of the event/meeting/activity.
  - Return the tables and chairs to their original position or location.
  - Ensure that washrooms and all areas used are clean and tidy before leaving the hall
  - Put **ALL** garbage in an appropriate garbage and recycling bins.



**15. BEFORE LEAVING THE FACILITY**

- Report any/all damage to property immediately.
- Turn off **ALL** lights (except night lights).
- Switch off **ALL** sound equipment and small appliances before leaving the parish premises.
- Check the area(s) before leaving for any personal items or meeting materials left behind.

**16. The Parish Priest or his designate reserves the right to:**

- a. Approve or disapprove any booking,
- b. Change area assignment if necessary,
- c. Cancel the booking without prior notice if the participants/members violate any of the set policies or if an urgent or important event/meeting/activity is deemed by the Parish Priest or designate as high-priority.

I understand and agree to abide by the above policies relating to the use of the facilities of Guardian Angels Parish.

MMM-DD-YYYY

\_\_\_\_\_  
**Printed Full Name of  
 Person Responsible/Organizer**

\_\_\_\_\_  
**Signature of  
 Person Responsible/Organizer**

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