

Holy Spirit Catholic Church

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GUIDELINES FOR USE OF THE FAMILY LIFE CENTER

- 1) The following guidelines have been put in place to assist in planning all events to ensure our Family Life Center serves the needs of our parish. Please contact the office if need further help.
- 2) All use of the FLC must be scheduled in advance with the church office. In case of a conflicting date, the first request will be honored.
- 3) Request forms are available in the office and must be submitted/approved for each event except for recurring ministry/parish board meetings. These only require an initial request.
- 4) The church office will assign the event space in the FLC to ensure the most efficient use.
- 5) First scheduling priority: Parish functions as well as ministry meetings and events. This includes but is not limited to ministry and committee meetings, faith formation, youth ministry events, parish family nights, and funeral/wedding receptions for funerals/weddings held in Holy Spirit Church.
- 6) Second scheduling priority: Celebrations of milestone life events for **parishioners, and family members of a registered parishioner living in the same household and/or dependent on the parishioner for support**. Events include birthdays limited to years 1, 16, 18, 21, 50, 60, 70, and above, Baptism, baby showers, wedding anniversaries 1, 25, 50 and over, and retirements.
- 7) Third Scheduling Priority: Non-profit and charitable groups associated with DOSA.
- 8) The Pastor will have final approval of all requests and based upon availability may be able to hold some events in the gym.
- 9) Events will be required to pay for certain fees, such as a cleaning fee and insurance. Details of all charges will be reviewed for each event by the church office.
- 10) No events/celebrations during Mass times.