

AGREEMENT REGARDING PARISH BUILDING USAGE

The Catholic School System of the Diocese of Scranton, Inc. requires the use of _____ Church property to provide for educational purposes. This agreement between the System and the Parish sets forth specific rights and responsibilities of each party.

1. The Parish grants permission to the System to use the building(s)/property for school activities. The Parish also grants permission to the System to use all parking and playground areas for its use whenever school activities require them.
2. The System has use of the building(s)/property for school purposes throughout the regular school calendar and, if necessary, whenever additional days/activities are scheduled.
3. The Parish and the System agree to work together to determine the needs of both entities regarding use of the facilities at times other than the normal school day, for example, parish activities, school events, etc. The System may use the facilities for night time activities and/or weekend events which must be scheduled in cooperation with the Parish so as to avoid, as far as possible, interference with Parish activities, particularly the Mass, other liturgical celebrations, social or fund-raising events, etc., as scheduled by the Parish.
4. The System will be responsible to keep the building in good repair. The System will be responsible for the following:
 - a. Utility bills
 - b. Insurance bill
 - c. Normal maintenance and repairs due to daily use, for example, door repairs, window repairs, etc.
 - d. Normal maintenance and repairs to heating/air conditioning, for example, cleaning, filters, etc.
 - e. Cafeteria equipment used by the schools
5. Snow removal and maintenance of grounds will be a shared expense of the System and the Parish. The amount owed by the System will be prorated and will not exceed 50% of the cost of the snow removal or maintenance services.
6. The Parish will be responsible for developing and maintaining an updated structural needs assessment for the school which will identify pending capital needs. This assessment is to be shared with the Superintendent of Schools in order to facilitate the Schools' planning and budgeting processes.
7. All capital projects proposed by the Parish for school buildings/property must be presented to the Superintendent of Schools for review by the Facilities Committee of the Board of Directors of the Diocese of Scranton Catholic School System prior to their submission to the Bishop for approval.

8. All capital projects proposed by the Parish for school buildings/property are subject to the same protocols established for other Parish building projects, namely: projects exceeding \$25,000 must be receive approval from the Bishop; projects exceeding\$50,000 must have the expressed support of the Parish Finance Council; and all capital building/improvement projects in excess of \$100,000 are subject to review by the Diocesan Building Commission.
9. A cost sharing between the System and the Parish for capital improvements/repairs to the building will be considered. The School System contribution will be determined on a case-by-case basis by the Bishop, taking into account local circumstances.
10. In the event that there is a question regarding the interpretation or implementation of this agreement, then the parties agree that the determination of same shall be made by the Bishop after appropriate consultation with the Pastor and the Diocesan Secretary for Catholic Schools.
11. This revised policy will be effective November 1, 2014.

Pastor

Diocesan Secretary for Catholic Schools

Date

Revised: November, 2014