

## **Maintenance Duty Statement**

### **– Lovat Chapel, Events, Tenants in Old Convent Building**

(a) To liaise with the Parish secretary and Priest and the Parish Diary on functions and all uses of the Parish buildings.

(b) To discuss with people or organizations hiring the areas on their needs to see if we can accommodate their requests.

(c) To set cost of such hiring by negotiations with a basic fee now in place.

(d) To liaise with the Social/Hospitality PPC member on catering for such functions when the need arises.

(e) To set up Hartigan Centre or Chapel or outside space for such functions.

(f) To liaise with tenants or future tenants on their leases.