

NEW FORM – 9/16/09

ST. CHARLES BORROMEEO

REQUEST FOR USE OF

PARISH HALL – CHURCH – CHAPEL – MEETING ROOMS

***CHECK ALL DOORS TO MAKE SURE THEY ARE SHUT AND LOCKED.**

Activity Date -	_____
Approved Date	_____
Staff Initial	_____
Copy to Steve	yes no
Certificate of Insurance	yes no
Added to Calendar	yes no

Group Name _____

Activity *(This is what will be listed on the bulletin calendar)* _____

Contact/**Your Name** _____

Phone Number _____

Event Date _____

(if group meets regularly, list all dates here – use specific dates NOT ex. 1st Thursday of month)

Time you will be in the building - _____ to _____

Event Start Time _____ Event Close Time _____

AREA(S) REQUESTED

- _____ Office Meeting Room
- _____ Church
- _____ Chapel
- _____ Parish Hall
- _____ Kitchen
- _____ Hall Meeting Room

SET UP NEEDS – please describe what & how many

- Chairs _____
 - Tables _____
 - Sound _____
 - Other _____
- (Draw a picture if needed for specific needs...)*

SET UP/CLEAN UP

_____ Will do our own set up/clean up

_____ Need help from Steve

WILL YOU BE USING THE KITCHEN?

_____ Yes *You will need to meet with Steve Nedeau before using the kitchen for the first time.*

_____ No

CLEAN UP

You are responsible for all trash, the floors must be swept/vacuumed and the area left as you found it. All lights off, doors locked and shut, windows shut.

Questions? Contact Steve – 279-4403, ext. 308.

FOOD

NO food is allowed in any of the hall meeting rooms (rooms 1-6). Please help us keep our meeting areas clean! There are tables set up in the hall for snacking. A coffee machine is located at the sink area near the elevator. All trash should be put in the container located there. Please do not leave food trash in the meeting rooms.

KEY PICKUP

The keys for the building & gate must be picked up at the Parish Office during business hours, Mon-Fri, 9-12 or 1-4. Key should be returned after your event, during business hours.

CERTIFICATE OF INSURANCE

A non parish group using the building must provide a Certificate of Insurance to the Manchester Diocese – Please talk to our office for further information.