

**St. Mary's Parish
Activity Center Usage and Rental Application**

REQUEST FOR USE FORM

Event Name: _____

Contact person's Name: _____

Contact's Phone #:(Best) _____ (Email) _____

Date of Event: _____ **Event Times:** (From) _____ (To) _____

Total time facility needed **to include set up/clean up:** (From) _____ (To) _____

Building/Room requested: (check all that apply & circle if required) **Time requesting facility be opened:** _____

Church ◀ (Pastor approval) ▶ Chapel RCIA Room Abbey Abbey Kitchen

Activity Center: Kitchen Meeting room – A B C (**Kitchen not included**) Gym

Nursery Women's Lounge/Bride's Room Gathering Space Music Room

Equipment Needed: (**Very Important – Please list how many you need!!! Items not listed will not be available.**)

Chairs: _____ Round Tables (Seat 8) _____ 6' Tables (Seat 8) _____ 8' Tables (Seat 10) _____

LCD Projector _____ Viewing Screen _____ TV/DVD/VCR _____ Whiteboard _____ Sound System _____

Other (explain): _____

Number of expected attendees: _____ **Will food be served?** _____

Will liquor be served? _____ (**Event insurance required if yes**)

Will you be setting-up, breaking-down and cleaning up? Yes No

Do you have your own liability insurance for use of this facility? Yes No

Attention: If parish staff is performing the set-up you must give a detailed explanation of how you want your event set-up. Please use the reverse side of this form to draw your set-up.

To be completed by Facilities Manager: (**See Fee Schedule for Rate Explanation**)

Rental Fee \$ _____ Staffing Fee \$ _____ Total Due \$ _____

Set-up Fee \$ _____ Insurance \$ _____ Deposit \$ _____ Paid on _____

Clean up Fee \$ _____ Dish Rental \$ _____ Balance \$ _____ Paid on _____

Signature of Person Applying: _____ Date: _____

Facilities Manager Approval: _____ Date: _____

Plant Manager Approval: _____ Date: _____

NOTE: Completion of this form does not constitute guaranteed approval. (Refer to page 3 of Center Use Policy)

ST. MARY'S PARISH FACILITIES ARE SMOKE FREE