

## MEETING ROOM USAGE PROCEDURES

- Meeting room usage must be arranged by completing the Application to Schedule Meeting Room form that is available from the parish office or parish website. Monsignor Desmond is responsible for approving all usage of the meeting room.
- You will receive an email notification or a phone call from the parish office after the application form has been approved/booked.
- Room set-up is the responsibility of the user. Chairs and tables are located in the closet, on the right, as you enter the Meeting Room.
- The church is unable to provide storage for any group so you must bring your supplies with you at set-up time.
- Users may not tack anything to the walls.
- A certificate of insurance will be required for non-church groups using the room.
- The church does not provide food or beverages as part of the room reservation. If food and beverages are to be available to participants, it shall be the responsibility of the participants to arrange for delivery, set-up and clean up.
- All church buildings are smoke-free facilities.
- At the end of the event:
  - a) Trash must be bagged and placed in the dumpster located outside the Meeting Room.
  - b) Tables must be cleaned, folded and returned to the closet; use care so as not to scrape the floor.
  - c) Chairs must be returned to the closet.
  - d) Kitchen utensils/appliances that have been used must be cleaned. If using the dishwasher, follow the directions that are posted in the cabinet above the dishwasher. Dry and return items to their proper places.
  - e) **All perishable food items must be removed from the premises.**

# APPLICATION TO SCHEDULE MEETING ROOM

Event: \_\_\_\_\_

Group: \_\_\_\_\_ Leader: \_\_\_\_\_

Requested by: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email \_\_\_\_\_

Date(s) Desired: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_

Day of Week: \_\_\_\_\_

Alternate Dates: From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_

Day of Week: \_\_\_\_\_

Event Start/End Time: From: \_\_\_\_:\_\_\_\_ To: \_\_\_\_:\_\_\_\_

Set-up/Clean-up Time: From: \_\_\_\_:\_\_\_\_ To: \_\_\_\_:\_\_\_\_

Number of People Expected: \_\_\_\_\_

## For Office Use Only:

Date Received:

Monsignor Desmond Approval:

Request confirmed:  email  phone

Initials: