**SAINT MARY’S PARISH FACILITIES USE / EVENTS FORM**

This form helps the hall manager and parish office to keep track of parish groups that use the facilities but do not have to fill out the rental agreement form. Each time your group wishes to use the facilities please complete this form in advance and return to \_\_\_\_\_??\_\_\_\_ to ensure it goes on the calendar.

Name of Group\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *This person is responsible for the event and ensures space is cleaned and building is locked.*

Date of Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Space being used\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DOES YOUR GROUP NEED THE FOLLOWING???

\_\_\_\_\_ Parking lot lights on later than regular scheduled time

\_\_\_\_\_ Kitchen: What will you use in the kitchen? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Sound System: How many mics / stands / placement, etc:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Divider walls moved: Which ones?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *DO NOT move the walls yourselves; they are expensive to repair! Ask either Renee or office staff*.

\_\_\_\_\_ Extra tables/chairs not already in area: How many?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Turn on extra water heater for kitchen

**PLEASE REMEMBER:**

* If using classrooms or cafeteria put tables and chairs back to their original arrangement – see chart in each room.
* Use checklist on reverse side at the end of the event.
* Let JoEllen know if any supplies are running low.
* Report any problems or damage to either JoEllen Ritchie or the parish office.

Thanks for your help!

JoEllen Ritchie, Hall Manager 624-2407 Parish Office: 624-2228

Kitchen and Parish Hall Check List:

\_\_\_\_ Warmers: Turn off, empty water in dish, trays are clean & empty

\_\_\_\_ Serving Units: Drain Water, Clean outer surfaces

\_\_\_\_ Dishwasher: Rinse cup shelf, dry all surfaces, clean filter, turn off garbage disposal (breaker box)

\_\_\_\_ Gas stove: Make sure burners are off, clean surface

\_\_\_\_ Refrigerator: Turn off light & lock door (take food with you)

\_\_\_\_ Counters/Surfaces: Clean all surfaces

\_\_\_\_ Recycle: breakdown cardboard (green bin)

 rinse glass, plastic, and aluminum (red bin)

\_\_\_\_ Food: Put away all unprepared food

 Take all cooked food and milk & drinks with you

 Dispose of any small quantities of drinks

\_\_\_\_ Paper Products & Condiments: Put away in pantry or on shelf

\_\_\_\_ Baby Chairs: Wipe down & put away

\_\_\_\_ Towels: Bring home to wash

\_\_\_\_ Sweep Floors (if mopping- warm water only, no cleaning solutions)

\_\_\_\_ Tables & Chairs: Set up hall according to floor plan

\_\_\_\_ Trash – carry out all trash and put in dumpster

\_\_\_\_ Bathrooms: Make sure toilets are flushed, carry out trash.

\_\_\_\_ Lights: Turn off all hall, kitchen, and entry way lights

\_\_\_\_ Doors: Locked & closed securely