



St. Francis of Assisi

FACILITY RESERVATION REQUEST FORM

THE 'FACILITY RESERVATION REQUEST FORM' IS TO BE USED FOR REQUESTS TO RESERVE ANY OF THE SFA PARISH FACILITIES. ALL REQUESTS ARE GENERALLY FULFILLED ON A FIRST-COME-FIRST-SERVED BASIS. EXCEPTIONS ARE MADE FOR EVENTS THAT ARE ASSIGNED "HIGH PRIORITY". HIGH PRIORITY EVENTS WILL TAKE PRECEDENCE AND MAY RESULT IN SCHEDULING ALTERATIONS.

ORGANIZATION/MINISTRY: _____ TODAY'S DATE: ____ / ____ / ____

EVENT TITLE/NAME: ATTENDANCE: _____ (APPROXIMATE NUMBER)	EVENT DATE:	FACILITY: START TIME: _____ A.M. P.M. END TIME: _____ A.M. P.M.
--------------------------------------------------------------------	-------------	---------------------------------------------------------------------------

REQUESTOR'S NAME: _____
EMAIL: _____ PHONE: _____

REOCCURRING EVENT: NO YES [IF YES, PROVIDE DETAILS BELOW]

REOCCURRING EVENT DETAILS:

FREQUENCY: DATE RANGE: ____ / ____ / ____ THRU ____ / ____ / ____

- DAILY: ___ EVERY DAY OF THE WEEK [EXCEPT - _____]

- WEEKLY: ___ EVERY MONDAY ___ EVERY TUESDAY ___ EVERY WEDNESDAY ___ EVERY THURSDAY
 ___ EVERY FRIDAY ___ EVERY SATURDAY ___ EVERY SUNDAY [EXCEPT - _____]

 ___ EVERY OTHER WEEK ___ EVERY 3RD WEEK ___ EVERY 4TH WEEK ___ EVERY 5TH WEEK
 ___ MONDAY ___ TUESDAY ___ WEDNESDAY ___ THURSDAY ___ FRIDAY ___ SATURDAY ___ SUNDAY

• MONTHLY: DAY OF THE MONTH: 1ST SUN - OR - DATE OF THE MONTH: _____
 2ND MON
 3RD TUE
 4TH WED
 LAST THU
 FRI
 SAT

SKIP MONTH(S): _____



St. Francis of Assisi

FACILITY RESERVATION AND USAGE POLICY

RESERVATION PROCEDURE

THE '*FACILITY RESERVATION REQUEST FORM*' IS TO BE USED FOR REQUESTS TO RESERVE ANY OF THE SFA PARISH FACILITIES. REQUESTS SHOULD BE SUBMITTED TO BERNADETTE DEPAUL AT THE RECTORY OR EMAILED TO bdepaulsfa@gmail.com. IF EMAILING YOUR REQUEST(S), PLEASE MAKE CERTAIN TO INCLUDE ALL THE DETAILS OUTLINED ON THE '*FACILITY RESERVATION REQUEST FORM*'.

CONFIRMATIONS

ALL REQUESTS FOR USE OF A FACILITY WILL BE CONFIRMED ONCE AVAILABILITY IS VERIFIED. IN THE EVENT THE FACILITY HAS PREVIOUSLY BEEN RESERVED FOR ANOTHER EVENT OR SHOULD BECOME UNAVAILABLE DUE TO 'BLACK OUT' PURPOSES OR MAINTENANCE REASONS, YOU WILL BE NOTIFIED ACCORDINGLY AND IF POSSIBLE, AN ALTERNATE ARRANGEMENT WILL BE MADE.

GENERAL INFORMATION / USE & OCCUPANCY

FACILITY GUIDELINES AND HOUSEKEEPING RULES ARE POSTED IN EACH FACILITY. THE FACILITY'S GUIDELINES WILL BE STRICTLY ENFORCED. THE REQUESTING ORGANIZATION IS RESPONSIBLE TO ENSURE THE FACILITY'S GUIDELINES FOR USE ARE ADHERED TO AT ALL TIMES.

SAFETY GUIDELINES (ALL FACILITIES):

- FIRE CODE COMPLIANCE (NO DOORWAY OR EXIT IS TO BE BLOCKED OR OBSTRUCTED BY ANY OBJECT FOR ANY REASON).
- SPRINKLER HEADS CANNOT BE COVERED.
- NO OPEN FLAME OR FIRE HAZARD (ELECTRIC HEATER, ETC.) IS ALLOWED. NO FIREWORKS OF ANY KIND. NO FLAMMABLE MATERIALS SHALL BE USED FOR DECORATIVE PURPOSES.
- NOTHING CAN BE ATTACHED, HUNG, SUSPENDED, DROOPED OR DRAPED FROM ANY PART OF THE FACILITY.

THE FOLLOWING ARE PROHIBITED (APPLIES TO ALL FACILITIES):

- ALCOHOL (UNLESS PERMISSION GRANTED FOR EVENTS MANAGED BY PARISH SOCIAL ORGANIZATIONS)
- SMOKING, E-CIGARETTES, OR VAPORIZERS, ETC.
- ILLEGAL DRUGS
- GLASS CONTAINERS OR BOTTLES, AEROSOL CANS, COOLERS.
- GLITTER, CONFETTI, STICKERS, TAPE, DECALS, ETC.
- ANIMALS OR PETS ARE NOT PERMITTED INSIDE ANY FACILITY (EXCEPT FOR SERVICE ANIMALS PERMITTED THROUGH THE AMERICANS WITH DISABILITIES ACT).

BEFORE LEAVING THE BUILDING:

ALL FOOD, SUPPLIES, EQUIPMENT, ETC... BROUGHT TO THE EVENT MUST BE PROPERLY DISPOSED OF OR REMOVED AT THE COMPLETION OF THE EVENT. LEFTOVER FOOD IS NOT PERMITTED TO BE LEFT BEHIND IN FACILITY'S CABINETS, REFRIGERATORS, OR FREEZERS. EVERYTHING USED FROM THE FACILITY MUST BE STORED NEATLY AWAY. FLOORS MUST BE SWEEPED. COUNTERTOPS/TABLES MUST BE WIPED CLEANED. TURN OFF ALL LIGHTS. SHUT OFF FANS, *AIR-CONDITIONING AND/OR *HEATER (*UNLESS REGULATED BY FACILITY MANAGEMENT). ENSURE ALL FAUCETS ARE SHUT TIGHTLY. ALL TRASH MUST BE PROPERLY DISPOSED OF. ALL WINDOWS AND DOORS MUST BE SECURELY CLOSED AND LOCKED.

THANK YOU