



# ST. PERPETUA CHURCH FACILITIES USE REQUEST

Today's Date: \_\_\_\_\_

Applicant/Organization \_\_\_\_\_

Contact/Responsible Person \_\_\_\_\_

Address \_\_\_\_\_  
*Street city zip*

Telephone(s) \_\_\_\_\_ Email \_\_\_\_\_

EVENT NAME/Purpose of Use: \_\_\_\_\_

Beginning Day & Date \_\_\_\_\_

Beginning Time \_\_\_\_\_  AM  PM Setup Time \_\_\_\_\_ (minutes needed)

End Time \_\_\_\_\_  AM  PM Cleanup Time \_\_\_\_\_ (minutes needed)

ONE TIME EVENT *OR* RECURRING EVENT:  Weekly - day of week: \_\_\_\_\_

Monthly - day of month: \_\_\_\_\_

List all dates \_\_\_\_\_

Or beginning & ending dates \_\_\_\_\_  
(attach additional pages if needed)

FACILITIES REQUESTED - CHECK ALL REQUIRED	
<input type="checkbox"/> Church	<input type="checkbox"/> Parish Office Conference Room
<input type="checkbox"/> Hall	<input type="checkbox"/> Parish Office Dining Room
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Chapel
<input type="checkbox"/> Religious Resource Center (RRC)	<input type="checkbox"/> Chapel Bldg. Conference Room
<input type="checkbox"/> St. Perpetua Room (in School Office)	<input type="checkbox"/> School Library
<input type="checkbox"/> Amphitheatre/Hillside Plaza	<input type="checkbox"/> Other School Room: _____
<input type="checkbox"/> Catering Kitchen (School)	
<input type="checkbox"/> Other Facility: _____	

Will you be setting up or re-arranging furniture?  Yes  No

Will you be serving alcohol?  Yes  No

Will you need to use the sound system (Church or Hall)?  Yes  No

I have read the parish policies and procedures as listed on the reverse side of this paper and agree to the conditions described.

\_\_\_\_\_  
*Signature date*

**PLEASE NOTIFY THE PARISH OFFICE IF YOUR EVENT IS CANCELLED!**

PARISH OFFICE USE ONLY
<input type="checkbox"/> Insurance OK
<input type="checkbox"/> Request Approved Date Entered _____ Letter Sent _____
<input type="checkbox"/> Request Denied Reason _____ Date Notified _____
<i>FacilityUseRequest.pub 05-09-2006</i>

## **Parish Policies and Procedures**

1. The person/group using the facility is responsible for set up, clean up and break down. We have limited janitorial services available. The room must be returned to its standard layout or set up for the next group, whichever is indicated on the agreement form.
2. A registered parishioner must be directly involved with the group and must be willing to sign the necessary contracts for the diocese and the parish.
3. All food and beverages must be removed from the refrigerator at the conclusion of the event.
4. Guests may use the facility only at the times stated on this contract (this includes set up, equipment delivery, etc.).
5. Please use extreme care when decorating -- do NOT use staple guns or adhesives which will remove paint from the walls. Decorations can be affixed using push-pins or to cork board strips on walls. Please remember the Parish Hall is a community resource, and it is each member's responsibility to maintain its appearance for future use and guests.
6. Use of parish facilities must be scheduled with the parish office. ALL organizations must have clearance from parish office before using ANY facilities.
7. Furniture in the Church MAY NOT BE MOVED, for example, the Altar, Tabernacle, Organ, Piano, etc.
8. The person/group contracting the use of the facility is responsible and shall reimburse the parish for any damage, loss or liability incurred by the parish by any of the persons, groups, guests or any persons or organizations contracted by the person/group to provide any service or goods before, during, and after the function.

### ***For non-parish or school organizations:***

1. A certificate of insurance for one million dollars is required, naming the Roman Catholic Bishop of Oakland, a corporation Sole, as the certificate holder, or Liability Insurance may be purchased through the Oakland Diocese for \$100 at least two weeks in advance of the event.
2. A cleaning deposit of \$100 is required. It will be refunded when the facility is left in satisfactory condition.