

FACILITY SCHEDULING REQUEST FORM

Please note: Parishioners of St. Mary can schedule events/rooms online by going to www.churchofsaintmary.com. Click on the tab, *MySaintMary* and login. Select the date on the calendar that you wish to reserve a space. In the upper right hand corner select the button, ADD EVENT. Please be sure to use the exact time of the event. In the description area put the amount of set up time you need, clean up time and any necessary details. When the event has been scheduled you will be notified by email. **OR...**

Please fill out this form and return it to Kathy Desruisseau (kdesruisseau@churchofsaintmary.com) a minimum of one week prior to your event. All requests must be in writing. Scheduling is done on a first come first serve basis. Incomplete forms will be returned.

Date Submitted ____/____/____ Event Name: _____

Organization: _____

Contact Person: _____

Phone Numbers: (____)_____ home/business/cell (____)_____ home/business/cell

Email Address: _____ Fax: (____)_____

- WHAT FACILITY DO YOU WISH TO USE? Activity Center (full facility) Activity Center-north end
- Activity Center-south end Beckerle Hall Cafeteria Cafeteria Kitchen
- St. Francis Room Chapel Church Community Center Library
- Loft MacAulay St. Joseph Room St. Anne Room Nursery
- Motor Skills Room Other _____ Second Choice? _____

WHEN?

Date: ____/____/____ Beginning Time _____ (am)(pm) End time _____ (am)(pm)

Setup: _____ minutes Cleanup: _____ minutes

Date: ____/____/____ Beginning Time _____ (am)(pm) End time _____ (am)(pm)

Setup: _____ minutes Cleanup: _____ minutes

Additional dates - specify **exact date(s)**: _____

Other comments: _____

Please read the additional information on the reverse side.

I have read and agree to the terms as listed on the reverse side of this form.

Signature: _____ Date: _____

RE: ROOM USAGE

Our facility is heavily used. In some cases, a meeting/event occurs in the same space before anyone on staff is available to clean up or set up, therefore, we would like to ask the following of our users:

- 1) **Room access:** During business hours please go to the parish office to for a key to unlock your space at that time.
- 2) **Room Set-up:** If you change the layout of tables, chairs or any other furniture in the room, please return it to the way you found it. (Cafeteria must be left ready for school use – school set-up, tables and chairs wiped down and floor clean.)
- 3) **Lights:** Please turn the lights off as you leave the room.
- 4) **Food:** if food, snacks, or drinks are served at your event, please wipe off the tables and chairs and remove any trash that contains food or food wrappers.
- 5) **Time Frame:** the rooms for meetings on Monday thru Friday need to be vacated by 4:15p.m. Our facility closes at 4:30p.m. and the lock up procedure begins at 4:15p.m.
- 6) **Crafts:** when doing crafts **no glitter** will be allowed at any time, please protect table tops from markers, crayons and glue, and clean any debris from the floor.
- 7) **Marker boards:** please do not let children (and siblings) write on the marker boards. If you do use them please clean them before you leave.
- 8) **Vacuum:** the vacuum is located in the closet in the chapel vestibule on the east side should you need to use it.
- 9) **Parish dishware:** the pictures, coffee pots, ice buckets, glassware, etc. are not available for use without prior arrangements.
- 10) **Siblings/children at meetings:** Siblings/ children should not “hang out” in the hallways or use other rooms in the vicinity of your meeting. They must be supervised and remain in the same space of your event/ meeting. This is for their safety.
- 11) **Fees/Payments** – in some instances a fee is charged for using the facility. This will be discussed with you if it applies to your event.
- 12) **Activity Center/Gym** – no food or drink is allowed. Athletic groups are asked to dry mop the floor after usage. Mops are located in the closet beside the stage.

Thank you for your assistance. Your cooperation is very helpful and appreciated by the staff, as well as the group who follows you in the same space. If you have any questions please feel free to contact Kathy Desruisseau, 918.749.1423 X101, or kdesruisseau@churchofsaintmary.com.

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