

FACILITIES REQUEST

Set-Up Request Form **MUST** accompany this form before an event will be scheduled

Today's Date: _____

Contact Person: _____ Email: _____ Cell/Day Time Phone: _____

Organization: _____

Event: _____ Event Date(s): _____

Scheduled Event Time: _____ Entire time requested: _____

Include set up & break down times

_____ Approximate number of people expected

Set Up Assistance:

_____ NO. Custodial help/set-up is not needed. We will leave the space exactly as we found it.
All furnishing and materials will be returned to their place before leaving the building.

Signature: _____

_____ YES. Set up is requested with specifications on attached *Set-Up Form*.

Signature: _____

Set-Up Form (Space diagram)
provided

Facility Requested:

Parish Center

- _____ East Room
- _____ West Room
- _____ Gym
- _____ Front Lobby
- _____ Cafeteria
- _____ Kitchen

Parish Office

- _____ North Room
- _____ South Room

Other:

Church

- _____ Main Church
- _____ Chapel

Y / N Is refrigerator/freezer space needed?

Equipment Requested: (circle) *Arrangements will be made for pickup or drop off of equipment*

Coffee Urn Extension cord(s) # _____ Microphone Podium Ladder

Other: _____

General Instructions:

Please submit this fully completed form no less than 2 weeks prior to your event.

- Custodial staff is available 8am - 3pm weekdays to set-up/breakdown/cleaning. If your event requires custodial assistance outside these times please email Mike Bunero directly before submitting your request. mbunero@st-pats.org. There may be fees associated with work requested outside work hours.
- Please sign above acknowledging your choice of custodian assistance and responsibility for the space if none is requested.
- Availability of space may be impacted by events scheduled prior to or after your event based on necessary set up and/or breakdown times.
- Requesting Set-Up is no guarantee that it CAN be done by custodial staff. If there is a conflict with other events, etc., you will be notified immediately.
- All rooms should be left as they were found. **Please** take note of the condition of the room upon arrival. If anything is out of order please take note and report this to the Parish Office immediately following your event.
- Please report any problems or incidents that occur even if you resolve them.

Facility Care & Use Policy

Furniture Available - these are used by the entire parish and may not all be available on a given date

- 12 Rectangular folding tables-Gym, 9 in East/West Rooms
- 30 Round tables-Gym
- 260 Folding Chairs-Gym
- 100 Chairs- East/West Rooms- Not for use in Gym
- 30 cup Coffee urn
- TV/DVD player on rolling cart

General

These facilities belong to our entire parish family. We ask that you treat them with the care and respect you would your own home so they can continue to serve us all for many years to come.

- To access a building after hours a key should be signed out at the Parish Offices during business hours the day prior to, or day of your event.
- If you need to know how to use any equipment contact Mike Bunero PRIOR to your event for instructions.
(stove, oven, dishwasher, sound system)
- Please leave the room as you find it (chair/table configuration etc.). Rooms are often set up in advance for upcoming events.
- Contact Mike Bunero if anything is broken or damaged upon your arrival so the responsible party can be contacted.
- PLEASE report any problems or damage that occurs while you are in the space, even if you resolve it!

Before Leaving - General

- Check the space. Nothing should be left behind.
- Furniture should be put back where it was found.
- ALL lights should be turned off and doors locked.

Fr. Ed Center

- Please do not drop items/supplies off in the building before checking with the office to see if others will be using the space. If the space is available items should be stored no more than 24 hours prior to the event. ANYTHING left anywhere in the building and specifically the kitchen counters, refrigerator/freezer should be labeled with a name, contact number and event, **ie: Mary Smith, 973-635-0000, Nurses Meeting, Saturday 10/5.**
- The stage is off limits unless being formally used and supervised by adults. Please take great care with children.

Before Leaving

- If used, double check that the sound system is completely off.
- Trash bags that are full should be tied closed and placed in the dumpster.
- Clean up any spills that can stain or damage the floors.
- Remove all tape from furniture, walls and doors. (**Please note: Only blue Painters Tape should be used**)

Kitchen

- When scheduling use of the kitchen please indicate if refrigerator space is needed (reverse side of sheet) so that arrangements can be made.
- DO NOT leave supplies or food in the kitchen after an event. While your generosity is appreciated we need to know that the space will be left empty, clean and ready for the next group.
- **Do Not assume anything**...that something can be discarded, that something can be taken or that what you leave will be cleaned up or disposed of for you.
- Do not use any items that do not belong to you...even if they are not labeled!
- If your event has a large amount of food left over and you would like to donate it to a local organization you can contact Peggy Gentile at the Office x25.

Before Leaving

- Trash bags that are full should be tied closed and placed in the dumpster.
- Surface areas should be wiped clean.
- Any dishes, carafes, plates, etc., that were used should be washed, dried AND put away.
- Hard floors should be swept if necessary, to leave them as found.