

Facilities Request Form - Saint Mary of the Mount

In order to maintain the proper use of spaces at our church facilities & grounds and avoid a conflict of schedule, it becomes necessary to make an official request for such use.

Please fill out this form and send to Facilities Request, Saint Mary of the Mount 403 Grandview Avenue Pittsburgh, PA 15211; fax to 412-381-9921; or email scrowley@smomp.org. For more information call Sandy Crowley at 412-381-0212 ext. 101 or scrowley@smomp.org

Name			
Department/Group			
Phone – 2 numbers			
Email Address			
Facility Requested			
Date			
Event Actual Time (start – end)			
Time and Date of Set up time etc.			
Time and Date tear down			
Estimated Number of People Attending			
Requested Set Up			
Other Special Needs			

For Office use only

<i>Date Received</i>		<i>Date Scheduled</i>	
<i>Staff/Volunteer Responsible</i>			<i>Website Calendar</i> <input type="checkbox"/>
<i>Key - Who/When</i>			
<i>Contract</i> <input type="checkbox"/>	<i>Fees</i> <input type="checkbox"/>	<i>Deposit</i> <input type="checkbox"/>	<i>Returned</i> <input type="checkbox"/>

Events and Facility Scheduling Procedure SMM

Policy:

- **One Month Advanced notice** - Events should be scheduled at least a month in advance. Please consult the Parish General Calendar online at www.smomp.org under “Calendars and Schedules”
 - **Scheduling must be done through the parish office** - This will include all organizations and activities for the usage of space in the buildings of the church, parish offices, school and Sullivan Hall.
 - **To schedule:** Call or email Sandy Crowley, Monday–Friday 9AM–5PM or at 412-381-0212 ext 101 scrowley@smomp.org
 - **If there is conflict with the request** - Parties must be notified within one week for the request
 - **If a key is needed** – Key must be picked up and sign it out of the Parish Office during normal business hours prior to the event. If this is not possible, other arrangements must be made with Sandy
 - **Set up and needs** - We need to know everything that is needed (this includes set up of tables, electronics, request of the staff etc.)
 - Please note - set up & other needs may not be possible because of limited resources, you may have to provide resources yourself
 - **Leave the facilities in the same (or better) condition as when you arrived**
 - This includes taking out the trash, cleaning up, restrooms etc.
 - See facilities checklist if one is provided.
 - **Any damage must be reported immediately after usage** – to Sandy - Office Manager 412-381-0212 ext 101 or scrowley@smomp.org
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Policy for Approval:

1. **Primary consideration is given to parish events and parishioners**
2. **Does this request connect or conflict with our mission and values?** - If it seems to conflict, then it should not be approved or the pastor should be consulted
3. **Approval of particular staff person, and/or volunteer coordinator** - Most event will fall under the umbrella of a particular staff person/key volunteer’s ministry. (E.g. a musical event would be under the music ministers responsibility) This person must approve and host or make appropriation for someone to host the event
4. **Availability and/or needed for other parish activities/events**