



## Facilities Request Form

Please fill out this form and send to [parish@maryqueenofpeacepgh.org](mailto:parish@maryqueenofpeacepgh.org) For more information call Donna Gillespie at 412-481-8380 ext 105

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

---

**For Office use only**

<b>Date Received</b>				<b>Date Scheduled</b>			
<b>Staff/Volunteer Responsible</b>				<i>Website Calendar</i>		<input type="checkbox"/>	
<b>Key - Who/When</b>							
<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.
  - **Scheduling must be done through the parish Office Manager** - This will include all organizations and activities for the usage of space in the buildings of the church, parish offices, parish center etc.
    - **To schedule:** Call or email The Office Manager, Donna Gillespie, Monday–Friday 10AM–3PM or at 412-481-8380 ext. 105 or [parish@maryqueenofpeacepgh.org](mailto:parish@maryqueenofpeacepgh.org)
  - **If there is conflict with the request** - Parties must be notified within one week for the request
  - **If a key is needed** – A 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 the parish offices
  - **Set up and needs** – the parish staff 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 food, etc.
    - See Facilities Clean-up Checklist if one is provided.
  - **Any damage must be reported immediately after usage** – Report to Donna Gillespie, Office Manager
- 

### **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**