



# St. Francis of Assisi Facility Request Form

Please return this form to Rosie Olivas for approval/placement on the calendar  
If set up is needed for the Gathering Hall/Garden Rooms,  
please fill out the back of this form.

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

Event Title: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Number of People attending: \_\_\_\_\_

Parish Event  Other Event (explain)

Recurring event?  Yes  No

If yes,  Daily  weekly  monthly  other

## Facility Space Requested

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Chapel                       | <input type="checkbox"/> Gathering Hall   | <input type="checkbox"/> Fireside Room    |
| <input type="checkbox"/> Garden Room A                | <input type="checkbox"/> Garden Room B    | <input type="checkbox"/> Garden Room C    |
| <input type="checkbox"/> Evergreen Room A             | <input type="checkbox"/> Evergreen Room B | <input type="checkbox"/> Evergreen Room C |
| <input type="checkbox"/> Memorial Garden              | <input type="checkbox"/> Kitchen          |   |
| <input type="checkbox"/> Tables _____                 | <input type="checkbox"/> Chairs _____     | <input type="checkbox"/> Podium           |
| <input type="checkbox"/> Specific Set Up (See Layout) |   |   |

## Contact Information

Person: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

email: \_\_\_\_\_

## Agreement

I agree to the following:

- The Parish reserves the right to reschedule or cancel events due to changing parish priorities
- The Requestor is responsible for set-up, tear-down, and clean-up unless otherwise arranged
- The Requestor is responsible for any missing or broken equipment
- The Requestor will notify the Parish immediately if event is cancelled

Requestor's Signature: \_\_\_\_\_

## Youth Events: Youth Activity Agreement

### POLICY ON REQUIRED SUPERVISION

*Guidelines for appropriate and inappropriate behavior or activities should be clearly explained and distributed in written form prior to the start of an event. Plan ahead for proper supervision:*

### Per the Diocesan Guidelines: Adult/Youth Ratio

It is important to consider the adult to youth ratio for youth events.

- Adult to High School youth ratio must be a minimum of 1 adult to every 10 High School aged teenager (1:10). Adult to Junior High youth ratio must be a minimum of 1 adult to every 7 Junior High aged teen (1:7).

This general guideline should be understood as a minimum standard. Some events will require a higher ratio of adults per youth.

- There should always be at least two adults (over the age of 21, one of whom should be of the same gender as the young people) available for onsite and offsite activities. The second adult insures that there is at least one adult present in case of emergency.
- The lead adult, adult in charge, or supervisor of the activity should be at least 25 years of age. Supervisors between the ages of 21 and 25 are in charge only with the pastor's explicit permission. Young adults 19 years and older may act as additional leaders if they have demonstrated the appropriate maturity and objectivity. They are not considered as part of the one to ten/seven ratio. Chaperons should be 21 years old, preferably 25 yrs or order.
- A minimum of 2 chaperons should attend any event.
- Both male and female chaperons supervise co-ed events.
- Chaperon is responsible until all children are picked up.
- No chaperon should be alone with a participant at any time (other than a parent with his or her own child) and in the event they are, there be an open window or door for visibility.
- No alcoholic beverages may be consumed by a chaperon.
- Parents and families of participants not part of the program are asked not to loiter in the premises or on the property

## Office Use Only

Approved as is (signature)/Date \_\_\_\_\_

Approved with changes (signature)/Date \_\_\_\_\_

Date of Computer Entry \_\_\_\_\_ by \_\_\_\_\_

Date Reserving Party Notified \_\_\_\_\_ by \_\_\_\_\_

Notes:

