



# St. Peter the Apostle Catholic Church

## Use of Facility Request Form

Date Submitted:

Organization/Ministry

Leader/Organizer:

Contact Number and email:

Room Requested:

Event:

Dates & Time:

Recurring? Yes No If yes, how frequently and what is the end date?

Will food or drinks be served? No Yes

**If yes**, I understand I am responsible for making sure all garbage is removed from the building and placed in the dumpster outside. No trash will remain in the building. *Access to the dumpster is via the door on the side of the dumpster storage area.*

To ensure the safety and security of the building, I will be responsible for ensuring all lights are turned off and all doors are locked and latched tightly and alarm is armed. *Additionally, all surfaces must be wiped down with disinfectant cleaner once the event is over. Spray can be found in the ushers closet.*

\*\*\*\*\*Parish Use\*\*\*\*\*

Reviewed by Pastor/Business Manager: Date: Approved Disapproved

Reason or additional information needed:

Event added to calendar by Parish Secretary: Date

Group notified by Parish Secretary: Date