

**Facility Usage Planning Form**  
**Weekly/Monthly Meetings**  
**Special Events - 2015**  
**Please read & abide by the rules at bottom**

Date/s required:\_\_\_\_\_Time in:\_\_\_\_\_Time out:\_\_\_\_\_

On a separate sheet, please list all meeting dates. (Please go through the calendar for dates that may be different due to holidays.)

Do you or anyone in your group or ministry have a key to any of Saint Mary's facilities? \_\_\_\_\_

What does it open? Please list all keys \_\_\_\_\_

Space Requested: Nancy Bossidy Rec. Center:\_\_\_\_\_ Commercial Kitchen: \_\_\_\_\_

Parish Hall/ Cafeteria: \_\_\_\_\_ Staff Dining Room/ Kitchen: \_\_\_\_\_

Day Chapel: \_\_\_\_\_ Barn: \_\_\_\_\_ Art/Music Room : \_\_\_\_\_ Library \_\_\_\_\_ Life Teen Lounge \_\_\_\_\_

Parish Office Conference Room \_\_\_\_\_ Lower Conference Room.....Other \_\_\_\_\_

Are you planning on any collections of clothing, toiletries or other items?

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Are you planning any "sales" that would take place outside the church or school building?

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

**(Final room assignment will be determined by the Facility Administrator)**

Number of People attending: \_\_\_\_\_ Please Provide a list of your group (see page 2)

Name of Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Alternate Contact Person \_\_\_\_\_

Phone number of Contact Person (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Office) \_\_\_\_\_

Email address: \_\_\_\_\_

Group Leader - Virtus Trained \_\_\_\_\_ Date \_\_\_\_\_

Set up Requirement: (Time: \_\_\_\_\_ Chairs \_\_\_\_\_ Tables: (round) \_\_\_\_\_ (Rectangle) \_\_\_\_\_

Use of A/V System \_\_\_\_\_ Microphone \_\_\_\_\_ TV/DVD \_\_\_\_\_ WIFI \_\_\_\_\_

**A diagram of the layout can be provided on the back of this sheet.**

**Rules for usage of Saint Mary Facilities:**

1. Cancellations should be received at least 48 hours prior to the event
2. Do not prop doors open.
3. All room usage should be scheduled with the Facility Administrator.
4. Please make sure the room is left as it was when you entered.
5. All buildings are closed on snow days. Good rule of thumb....if the public schools are closed....all meetings/activities are cancelled at Saint Mary's.
6. All lights should be turned off and the doors closed and locked when you leave the building. No one should be coming into the building after 9:00 PM
7. **Absolutely no food or drink is allowed in the school classrooms. Bottled water is allowed.**

Facilities Administrator  
Saint Mary Parish  
203-438-3114 liz@smcr.org  
Form updated 6/25/13