

Facility Usage Planning Form

Please read & abide by the rules at bottom

Date/s required: _____ Time in: _____ Time out: _____ Set up date: _____

On a separate sheet, please list all meeting dates.

Brief description of function:

Recurring meeting? _____ Special one-time function? _____

Should this meeting appear on our monthly public calendar? _____

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

What does it open? _____

Space Requested: Nancy Bossidy Rec. Center: _____ Commercial Kitchen: _____

Parish Hall/ Cafeteria: _____ Staff Dining Room/ Kitchen: _____

Day Chapel: _____ Barn: _____ Art/Music Room : _____ Library.....Study Center.....

Parish Office Conference Room _____ Lower Conference Room.....

Other.....

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

Number of People attending: _____

Name of Group: _____

Contact Person: _____

Phone number of Contact Person (Home) _____ (Cell) _____ (Office) _____

Email address: _____

Set up Requirement: (Time: _____ Chairs _____ Tables: (round) _____ (Rectangle) _____)

A diagram of the layout can be provided on the back of this sheet. We need this 1 week before the event.

Special needs: _____

Microphones, TV/VCR/DVD, Podium _____

Projector & Screen _____

Rules for usage of Saint Mary Facilities:

1. Cancellations should be received at least 48 hours prior to the event
2. All room usage should be scheduled with the Facility Administrator.
3. Please make sure the room is left as it was when you entered.
4. 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.
5. All lights should be turned off and the doors locked when you leave the building. No one should be coming into the building after 9:00 PM
6. **Absolutely no food or drink is allowed in the school classrooms. Bottled water is allowed.**

Facilities Administrator - Saint Mary Parish
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