

**CHRIST THE REDEEMER**  
**MEETING SITE REQUEST FORM**

Name of Person Completing Form: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Date Of Event: \_\_\_\_\_

Description Of Event: \_\_\_\_\_

\_\_\_\_\_

Start Time Of Event: \_\_\_\_\_ End Time Of Event: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

Need Hall Opened At: \_\_\_\_\_ Need Hall Closed At: \_\_\_\_\_

**Check All Requested Locations:**

Assumption Church: \_\_\_\_\_ St. Lucy's Chapel: \_\_\_\_\_

CTR Parish Hall: \_\_\_\_\_ CTR Hall Kitchen: \_\_\_\_\_ Benedict Center: \_\_\_\_\_

St. Anthony's Church: \_\_\_\_\_ St. Anthony's Basement: \_\_\_\_\_

Sacred Heart Church: \_\_\_\_\_ Sacred Heart Basement: \_\_\_\_\_

**Religious Education Center:**

St. John Paul II: \_\_\_\_\_ Pope Francis: \_\_\_\_\_

St. John XXIII: \_\_\_\_\_ Classroom #: \_\_\_\_\_

Advertise Via Bulletin: \_\_\_\_\_

What Bulletin Date Would You Want This Advertised In? \_\_\_\_\_

**\*Please email this form no later than 10 days prior to the bulletin date for which you want your information advertised. Thank you.**

Please sign, date and email completed forms to [sharon.murphy@christtheredeemer.us](mailto:sharon.murphy@christtheredeemer.us)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Pastor's Approval Signature: \_\_\_\_\_

## **PROCEDURES FOR USE OF CHURCH, HALL AND RELIGIOUS ED CENTER**

- Empty all trash cans (Kitchen, Bathrooms and Hall) and put trash in the dumpster outside.
- Table & chairs set-up the same way you found it (Unless otherwise instructed).
- If food was served, please wipe off tables and chairs after use.
- If floor is dirty, please sweep and mop.
- Refrigerator and freezer space is at a minimum. Please check with office if items need to be stored before the event.
- Please take all leftovers with you. Do not leave them in the refrigerator, freezer or the back room.
- If pots and pans are used, they are to be washed and returned to the same place they were found.
- If stoves or ovens are used, they are to be thoroughly cleaned. Make sure they are turned off.
- All paper products, supplies and coffee are property of CTR and can only be used with advanced approval.
- The large and small coffee pots may be used, but are to be cleaned and returned to the storage location under the counter.
- If the Bar Area was used, it should be wiped down and the floor cleaned.
- All decorations should be removed and taken with you.
- Person in charge of cleaning: when all is done, make sure all lights and fans are off, and doors are locked. Contact the staff in advance with the time to activate the alarm.

**Person In Charge Of Set-Up/Clean-Up \* Name:** \_\_\_\_\_

**\*Phone Number:** \_\_\_\_\_ **\*Email:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_