

Christ the Redeemer

Catholic Parish
Atco, NJ



EVENT SITE REQUEST FORM

Name: _____

Phone Number: _____ Email: _____

Ministry/Organization Name: _____

Event: _____

Date of Event: _____ Start Time: _____ End Time: _____ Anticipated Attendance: _____

Additional Dates: _____

Need Building Opened At: _____ Need Building Closed At: _____

Check All Requested Locations:

Assumption Church: _____ St. Lucy's Chapel: _____ Ministry Center: _____ St. Carlo Acutis Center: _____

St. Rita's Hall: _____ St. Rita's Hall Kitchen: _____ St. Anthony's Church: _____ Sacred Heart Church: _____

CTR Baseball Field: _____ St. Rita's Rose Garden: _____ Pastoral Center: _____

If Pastoral Center, Please Check All That Apply:

Conference Room: _____ Kitchen: _____ Classroom #: _____

Building Requirements:

Microphone: _____ T.V: _____ Tables: _____ Chairs: _____ Tech Minister: _____ Sound System: _____

*Other: _____

*We will make every effort to accommodate your needs and will notify you if we're not able to fulfil them.

Signature: _____ Date: _____

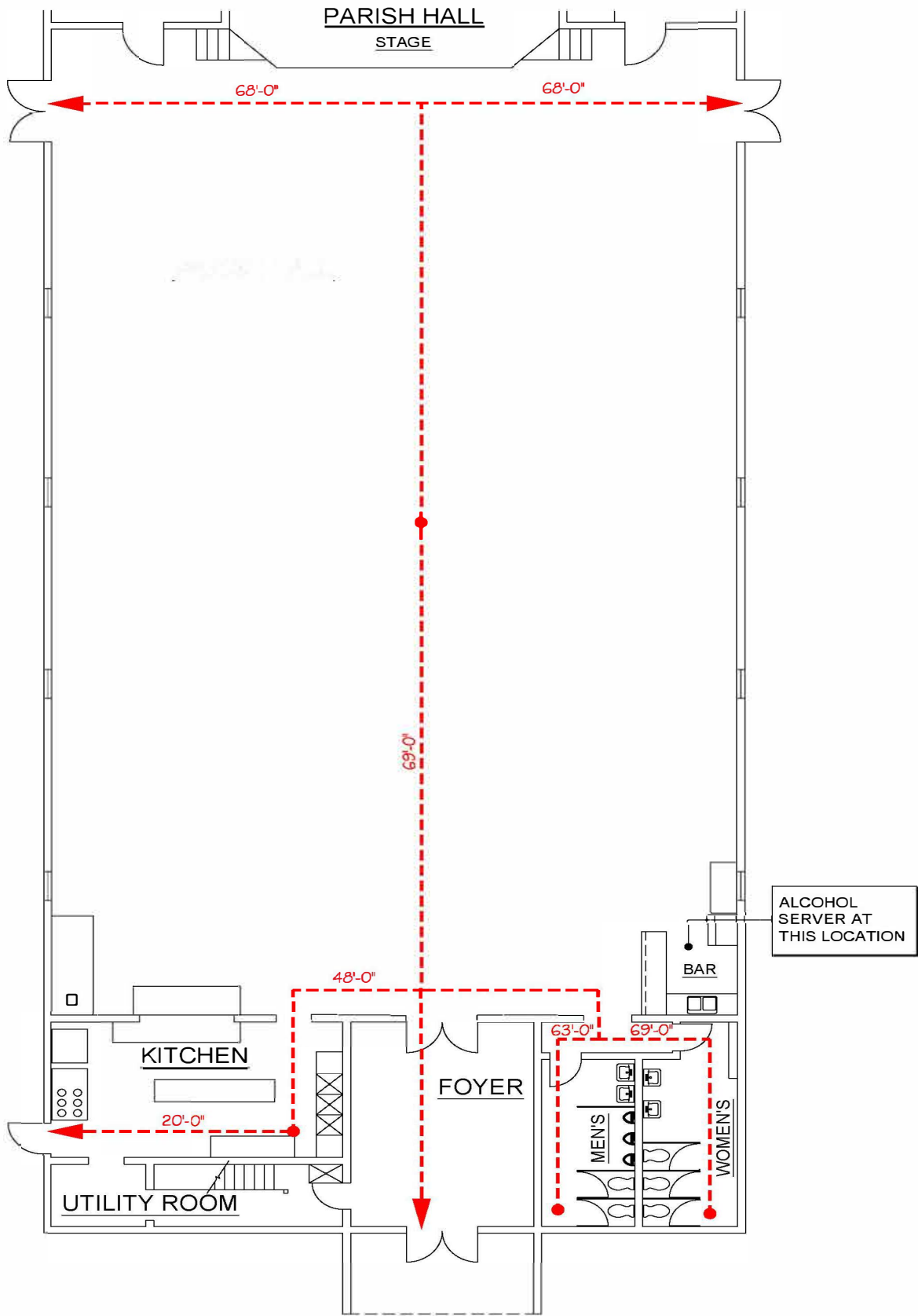
Business Manager's Approval: _____

Please sign, date and email completed form to sharon.murphy@christtheredeemer.us

Please Note: Scheduling priority will be given to Religious Events. Management reserves the right to cancel any event in case of a scheduling conflict.

For Office Use Only:

CTR Staff Responsible for Event: _____



CHRIST THE REDEEMER HALL
318 CARL HASSELHAN DR, ATCO, NJ 08004

PROCEDURES FOR USE OF FACILITIES

- Use of the kitchen is limited to the freezer, refrigerator, counter space, and sink. Use of the stove is limited only to those who are granted prior approval.
- 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.
- Empty all trash cans (Kitchen, Bathrooms, Office Space and Hall). Securely close all trash bags and put them in the dumpster outside.
- Tables and chairs should remain set up the way they were at the start of the event. (Unless otherwise instructed).
- If food was served, please wipe off counter tops, tables, and chairs after use.
- Please address any debris or spills on the floor.
- Refrigerator and freezer space is at a minimum. Please check with the office if you have any items that 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. Any leftover items will be disposed of by CTR staff.
- 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 in the hall is used, it should be wiped down and cleaned.
- All decorations should be removed and taken with you or disposed of in trash bags.
- When all clean up from the event is complete, make sure all lights and fans are off, and doors are locked. Shortly before leaving, notify the staff with the time to activate the alarm.