**MEETING SITE REQUEST FORM**

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

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

Phone # & Email Of Person Completing Form:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Description of Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start And End Time Of Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated Attendance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Need Hall Opened At \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_And Closed At \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person In Charge Of Set-Up/Phone#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person In Charge Of Clean-Up/Phone#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Check All Requested Rooms:**

Church:\_\_\_\_\_\_\_ St. Lucy’s Chapel:\_\_\_\_\_\_\_ CTR Parish Hall:\_\_\_\_\_\_\_ Hall Kitchen:\_\_\_\_\_\_\_

St. Anthony’s Basement:\_\_\_\_\_\_\_ Sacred Heart Basement:\_\_\_\_\_\_\_

**Religious Education Center:**

St. John Paul II:\_\_\_\_\_\_\_ Pope Francis:\_\_\_\_\_\_\_ St. John XXIII:\_\_\_\_\_\_\_ Classroom #:\_\_\_\_\_\_\_

Advertise: Via Facebook? (Circle) Yes No Advertise: Via Website? (Circle) Yes No

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

Please Note: Attached is the Procedures For Use Of The Hall form. Please sign and email completed forms to sharon.murphy@christtheredeemer.us

If your information is not received on time, it may not be displayed in a timely fashion.

**Fr. Mann’s Approval Signature**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROCEDURES FOR USE OF THE 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.

 **Signature Of Person In Charge:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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