

Office Use
Date received: _____
Recorded on calendar: _____

ST. ANDREW PARISH MEETING ROOM/EVENT REQUEST FOR SPACE CONTRACT

Please Print

Date of Event: _____ Day of the week: (circle one) Mon. Tues. Wed. Thurs. Fri. Sat. Sun.

This is a long term event from: _____ **to:** _____ **Every:** _____
(List specific dates on back if needed)

Facility Requested:

Church _____ Hall Bldg. B) _____ Conf. Room (Bldg A) _____
Nursery _____ Bldg. D _____ Room # _____ Bldg. E. _____ Room # _____

Use Times: Beginning time (when the event begins): _____ am _____ pm
Ending time: (when the event concludes): _____ am _____ pm
Entrance time (when do you want to get in to set up): _____ am _____ pm
Exit time (when you will be done with cleanup): _____ am _____ pm

Contact Information:

Name of Event/Organization: _____

Contact Person: _____

Phone: _____ Email: _____

Date of request: _____ Key # _____

I agree to the following conditions: (Please use as a checklist)

- _____ Use of tape, tacks or nails are not permitted on walls.
- _____ Do not hang anything from the ceiling.
- _____ The Parish Hall (building B) is the only building meals & beverages are permitted.
(Snacks are permitted in all buildings, and kept in covered, labeled containers.)
- _____ The Stove/oven is used for warming food only. Cooking is not permitted.
- _____ Food/beverages that are brought in by group must be taken home, or discarded.
- _____ You are responsible to remove your own garbage. Dumpster is on premises.
- _____ You are responsible to set up & clean up room.
- _____ Children/Students of ALL ages must be supervised by an adult, and should not be allowed to roam parish grounds. Safe Environment & back ground check for personnel who lead scheduled groups, must have current certifications.
- _____ Turn off ALL lights including restrooms. Unplug & turn off all coffee brewers.
- _____ Be respectful of Parish buildings and contents and those who use them.
- _____ Report any problems to the Parish Office at 253-863-2253, or leave a note in the mailbox.
- _____ Return a copy of this form and key to the Parish Office. (Drop in mail box if office is closed)

Signed: _____ **Date:** ____/____/____