

ROOM REQUEST*

July 1, 2010-June 30, 2011

**All requests are subject to approval by Parish Administration. Requests are not guaranteed until a confirmation has been sent.*

Form updated March 9, 2010

Information in Section A, and a signature on the reverse side, are required before any reservation can be processed. Information in Section B will be determined on each individual request.

In the event of a scheduling conflict, the party whose request was processed first has priority. A compromise may be worked out between the involved parties.

You are responsible for your own set-up and clean up (refer to guidelines on the back). If there is additional information or maintenance request, please use the Additional Comments/Maintenance Request section.

SECTION A

ACTIVITY/EVENT/ORGANIZATION	
CONTACT PERSON	PHONE NUMBER
ADDRESS	
EMAIL ADDRESS	
DATE(S) NEEDED	
START TIME OF EVENT	END TIME OF EVENT
SET-UP TIME	TEAR DOWN TIME
ROOM REQUEST – 1 ST CHOICE	2 ND CHOICE

SECTION B

FACILITY USE FEE

FEE APPROVED BY ADMINISTRATION/REQUESTER

ADDITIONAL COMMENTS/MAINTENANCE REQUEST:

- SET UP MAPS AVAILABLE
- TABLES, CHAIRS, MISC.
- DIVIDERS TO BE OPENED AND CLOSED IN ROOM(S): _____

PLEASE CONTACT JERRY KLAAS FOR SPECIAL NEEDS OR INSTRUCTION

Please read other side and sign.

Facilities Use Policy*

Cancellations and Changes

- It is important that any changes or cancellation of an event be communicated to Beth (651-501-2207) in the Parish Office.

Fees may apply to some groups

- Fees will be set by the Parish Administration on each individual request. Fees based on: Outside groups using our facilities, Non-internal related groups, Internal parish groups and events.
- Fees are based on the amount of maintenance required, if the event is a fundraiser for profit, etc.
- Fees will be discussed and set prior to Room Request Confirmation.

Food and Drinks

- **NO FOOD or DRINK IS ALLOWED IN ANY CLASSROOM OF TRANSFIGURATION SCHOOL, LIBRARY, COMPUTER LABS, CHURCH or CHURCH CHAPEL.**
- **FOOD, DRINK may be consumed in the:** Gathering Space, Church Conference Room, Faith Formation Office, Dining Room, Youth Center, Mount Tabor Hall, Activity Room off of Mount Tabor Hall, and all Kitchens.
- **NO EXCEPTIONS.**

Return room to original format

- If you rearrange the room you must put it back according to the diagram that is posted in the room.
- All guidelines for usage apply to the Worship space as well as classrooms.
- Tables are to be cleaned and spills wiped up (cleaning supplies are available in each room).

Security and Lights

- On weeknights – September through May, the church maintenance person is responsible for final lock up and alarm activation, therefore, **EVERYONE MUST BE OUT OF THE BUILDING BY 9:00 P.M.** From June through August and on weekends, contact your staff representative for final lock up and alarm activation.
- Turn lights off when your meeting is over.

I have read and will abide by these guidelines for Room Usage.

SIGNATURE

DATE

FOR OFFICE USE ONLY

DATE REQUESTED

APPROVED (Y/N)

FACILITY USE FEE

DATE ENTERED

CONFIRMATION SENT (Y/N)

GROUP TYPE