

FACILITY RESERVATION REQUEST (rev. 04/18)

Dept./Ministry/Organization: _____

Requester's Name: _____ Position: _____

Cell: _____ E-mail: _____

Event Name: _____ Expected Attendees: _____

SINGLE DATE EVENT Date _____ Time: _____ AM/PM to _____ AM/PM

RECURRING EVENT Frequency: _____

Date(s) _____ to _____ Time: _____ AM/PM to _____ AM/PM

FACILITIES

CHURCH

- Church
- Chapel
- Narthex

COMMUNITY CENTER:

- Entire CC
- Rm. 201 (large)
- First Floor
- Rm. 202
- Main Hall
- Rm. 203
- Fireplace Rm.
- Rm. 204 (Library)
- North Rm.
- Rm. 205
- Outer Kitchen
- Inner Kitchen

SCHOOL (requires School approval)

- Library
- North Field
- Cafeteria
- South Field
- Conference Rm.
- Gym
- Pavilion
- Auditorium
- Classrooms: _____

PASTORAL OFFICE Conference Rm.

YOUTH ROOM (requires YM approval)

BISHOP RIZZOTTO BLDG. Knights Rm. Scouts Rm. BRB - 2B BRB - 2D BRB - 2E BRB - 2F

OTHER: _____

SET-UP/TAKE DOWN

Standard Room Set-up Diagram Attached None Required

Set-up Time: _____ mins. Take Down Time: _____ mins.

Tables: _____ round _____ rectangular _____ lecture _____ Chairs: _____ Coffee Set-up

Projector Projector Screen Podium Mics TV Other: _____

Additional Instructions: _____

FOR OFFICE USE ONLY

Date Received: _____ Received by: _____ Entered in PDS on: _____ by: _____

Rental Fee: _____ Check #: _____ Deposit Check: Attached On File

Paid: _____ Balance Owed: _____ Paid in Full on: _____

Copy of COI: Attached On File Alcohol/Beer will be served Security Officers: NA Required

Special Events Insurance: NA Completed on _____ Check sent to Catholic Mutual on: _____

Facility Inspected after event by: _____ Property in Good Condition: Yes No

Comments: _____

ST. CECILIA CATHOLIC CHURCH
Facility Reservation & Use Policy

PURPOSE

This policy was developed to help all users of St. Cecilia Catholic Church facilities to be good stewards. In Addition, this policy is consistent with the facility related policies of the Archdiocese of Galveston-Houston.

USERS SUBJECT TO THIS POLICIES

Policies apply to all St. Cecilia Catholic Church ministries and programs and community organizations using St. Cecilia parish and school facilities.

COMMUNITY USAGE

St. Cecilia provides facilities for community service organizations and functions. Facilities may not be used for political purposes or for the selling of goods and services which profit an individual or for-profit company. All community service organizations and functions must have the explicit approval of the Director of Parish Administration prior to scheduling.

Some functions or events may require the presence of a maintenance staff at a cost of \$30 per hour. An additional cleanup charge of \$30.00 for mopping the floor and taking the trash to the dumpster may also be levied. Please see the Director of Parish Administration if these charges apply to your function.

Non-St. Cecilia affiliated groups may be required to obtain insurance coverage for events. The cost for this coverage by Catholic Mutual is \$25 per event. The Special Events Insurance Application form must be completed and submitted together with the Occupancy Agreement form. The \$25 insurance fee must be paid to St. Cecilia Catholic Church for the facility to be reserved.

ALCOHOL

Strict requirements apply to the service of alcohol. Security Officers may need to be present when alcohol is to be served. Costs for the Security officers must be paid by the person/organization reserving the facility. Contact the Director of Parish Administration if alcoholic beverages are to be served.

USER RESPONSIBILITIES

- Reservations
Hierarchy for Reservation Submission for each Fiscal Year (July 1 – June 30)
APRIL Staff & School
MAY St. Cecilia affiliated organizations
JUNE all other organizations

All facility users are required to complete a Facility Reservation Form to reserve facilities, NO EXCEPTIONS. Facilities are assigned on a “first come, first served basis”, with the exception of liturgical and school sponsored events and programs, with the Pastor having priority over all events.

Facility Reservation Forms may be completed in person in the Parish office or electronically submitted to facilities@saintcecilia.org. Forms can be found on our website.

Only forms completely filled out will be processed, NO EXCEPTIONS. Any cancellations or changes to the reservation must be submitted to facilities@saintcecilia.org at least 48 hours prior to the event.

- Setup

Each room has a standard set-up; in some cases, the standard set-up may be a clear room. If the group is less than 30 people, you are asked to use the standard room set-up. Groups are welcome to change the setup to suit their needs, however, the room must be returned to the standard setup when the event is concluded. We strongly encourage facility users to have a committee to assist with setups.

St. Cecilia maintenance staff will provide setups for groups larger than 30 people. However, for very large events, organizations may be asked to provide volunteers to assist with the setup.

- Refreshments

Upon request, coffee can be provided for the event.

- Cleanup

At the end of each event, the facility must be returned to the standard setup unless alternate arrangements have been made with the next user of the facility. All users are expected to leave the facilities at least as clean as they found them. All organizations are expected to have individuals designated to help clean up.

ISSUES WITH FACILITIES

We want everyone to have a good experience in our facilities. If you experience any problems with the use of our facilities or equipment, please contact the Director or Associate Director of Parish Administration.