

# Request for Room or Building Use Non-Ministry Request

Requestors **MUST** be parishioners

All non-Ministry uses require **additional fees** and **event insurance coverage**. See the back of this form for additional information.

Event Name \_\_\_\_\_

Please reserve the \_\_\_\_\_  
(Building or Room)

For \_\_\_\_\_ Number of People? \_\_\_\_\_  
(What does the event involve?)

Date of Event \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
(Start Time) (End Time)  
(including set-up and clean-up time)

Is this a recurring event?  Yes  No From (Date) \_\_\_\_\_ To (Date) \_\_\_\_\_

Person making arrangements \_\_\_\_\_ Phone No. \_\_\_\_\_ (H) \_\_\_\_\_ (C or W)  
Event Coordinator \_\_\_\_\_ Phone No. \_\_\_\_\_ (H) \_\_\_\_\_ (C or W)

Are keys needed?  Yes  No

Who will pick up keys? \_\_\_\_\_ Phone No. \_\_\_\_\_ When? \_\_\_\_\_

Who will return keys? \_\_\_\_\_ Phone No. \_\_\_\_\_ When? \_\_\_\_\_

PLEASE NOTE: Keys not returned within two weeks after the event may require rekeying of the facility with the cost borne by the person checking out the keys and the person failing to return the keys.

## Equipment Usage

Will the kitchen be used?  Yes  No

Will kitchen equipment (pots/utensils, etc,) be needed?  Yes  No

### Community Room

1. Tables?  Yes  No Number? \_\_\_\_\_
2. Chairs?  Yes  No Number? \_\_\_\_\_
3. TV/DVD/VCR?  Yes  No
4. Podium?  Yes  No
5. LCD Projector?  Yes  No
6. Other? \_\_\_\_\_

### Music Equipment (for use in the Sanctuary ONLY!)

1. Microphones?  Yes  No Number? \_\_\_\_\_
2. Music Stands?  Yes  No Number? \_\_\_\_\_
3. Organ?  Yes  No
4. Other? \_\_\_\_\_

Will fees be charged?  Yes  No How much? \_\_\_\_\_

What is the purpose of these fees? \_\_\_\_\_

Is the event open to participants outside of the Parish?  Yes  No

Appointment time to do a walk through and training: \_\_\_\_\_

Who? \_\_\_\_\_ Phone No. \_\_\_\_\_

**Review the back of this page additional information. Use the back of the form to provide layout or setup specifics.**

Request submitted by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

### For Office Use Only

Date Received in the Parish Office: \_\_\_\_\_ By: \_\_\_\_\_

Approvals: Facilities: \_\_\_\_\_ Liturgical: \_\_\_\_\_ Pastoral: \_\_\_\_\_ Financial: \_\_\_\_\_  
Initials and Date Initials and Date Initials and Date Initials and Date

Comments: \_\_\_\_\_

# **Request for Room or Building Use Non-Ministry Request — Page 2**

Prince of Peace Catholic Community facilities **may not** be used for any commercial activities.

The Prince of Peace facilities are made available **only** to parishioners for non-ministry events, at those times when no other liturgical or ministry events are scheduled and with the authorization of the Pastor. As such, these special events are not included in the normal operating activities of the parish, therefore, additional charges for cleaning and set-up are required (see below). In addition, separate event insurance is required for all special event uses of Prince of Peace facilities and must be purchased separately (see Facility Usage/Indemnity Agreement).

### **Priority of Events**

In some instances, liturgical events occur after the facilities have been scheduled for other events. In those cases, the Pastor of Prince of Peace Catholic Community reserves the right to move or cancel non-ministry or special events, to accommodate the liturgical events.

### **Charges:**

A non-refundable Usage Charge of \$100 (one hundred dollars) will be assessed for the use of the facility for special events. This charge is to offset the cost of setup, take-down, and cleaning of the facilities after special events. This charge is applicable to all requests, unless specifically waived by the Pastor. This charge is payable at the time of submitting the request for the usage of the facilities.

Any charges resulting from the loss of equipment/property or damage to the facilities of Prince of Peace Catholic Community, not covered by insurance, will be the responsibility of the signatories to this request.

The event insurance must be secured through a third party (obtain form from Parish Office during Parish Office hours). The insurance approval requires a minimum of two work weeks. Non-Ministry events cannot be scheduled with less than two weeks notice. Until the insurance coverage is approved, the requested event **will not** be scheduled.

### **Removal of Event Items**

All items brought by the event sponsors will be removed by the sponsors. This is especially true for food items. If food from an event is to be left for use by other ministries, please make prior arrangements with that ministry and indicate what these are in the space below. Any items left after the event, for which arrangements have not been made, will be disposed off by the staff.

### **Fees and Charges Payments**

Payment of the Usage Charge and the insurance fee and form must accompany this request, otherwise the approval process will not be initiated.

I (we) have read, understand, and agree to the conditions defined on this form and acknowledge that this event is subject to change solely based on the needs of Prince of Peace Catholic Community's usage of the facilities even though these had previously been approved for this event.

Name (s): \_\_\_\_\_ (signatures)      Date: \_\_\_\_\_

Emails (will be used only if contact cannot be made by phone): \_\_\_\_\_

Waiver of Usage Charge: \_\_\_\_\_ (Pastor's Signature)      Date: \_\_\_\_\_  
(but insurance is required and **cannot** be waived)

Diagram of Facility Set-Up needed (if any):

(Attach additional sheet if necessary)  
Comments: