

Request for Room or Building Use Ministry Request

See the back of this form for additional information and complete required information.

Ministry _____ Event Name _____

Please reserve the _____
(Building or Room)

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

Date or Day of the Week _____ 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) Parishioner? Yes No

Event Coordinator _____ Phone No. _____ (H) _____ (C or W) Parishioner? Yes No

Emails: Person making arrangements: _____ Event Coordinator: _____

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 If so, 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. _____

Use the back of this page for comments, and to provide additional details and/or 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: _____
Initial and Date Initial and Date Initial and Date (If required) Initial and Date

Comments: _____

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Prince of Peace Catholic Community facilities **may not** be used for any commercial activities, even if sponsored by a ministry.

The Prince of Peace facilities are made available **only** to parishioners for ministry events, at those times when no other liturgical or non-ministry events are scheduled. Members of the sponsoring ministry must be present at the event at all times.

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 ministry events, to accommodate these liturgical events.

Charges:

Even with parish ministries, should any charges resulting from the loss of equipment/property or damage to the facilities of Prince of Peace Catholic Community not be covered by insurance, these charges will be responsibilities of the signatories to this request, at the discretion of the Pastor.

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.

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): _____

NOTE: All ministry leaders need to provide an email (if available) for accommodating uniform distribution of information from Prince of Peace.

Diagram of Facility Set-Up (if any):

Comments: