

St. Peter Catholic Church – Facility Request Form

INSTRUCTIONS: Our website Parish Calendar shows current reservations – please check before planning dates. Fill out this form, resave it as your “Ministry Name_Date” before emailing to the office.

All requests for rooms or events are sent for approval to Rebekah Thompson, Executive Assistant to Rev. James Shea, SJ – Pastor, at this address: <mailto:office@stpeterscatholic.org>

Please Read & Sign Page 2 for Instructions & Policy See page 3 for a layout of the buildings and capacities.

Parishioner Name		Event Title	
Ministry/Group		Date of Event	
Today's Date		Time of Event	
Phone #		Facility Usage Time	
Email		Qty. of People	
Recurring Event?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If YES, list pattern. (ex. 1 st & 3 rd Mondays)	

Requests are to be sent with the following timelines:

Meetings = 10 days

Special Events = 30 days

Retreats = 30 days

Benedict Hall - at least 30 days due to security, Elevator access, HVAC, requirements with Childress Klein. St Peter leases the spaces in Benedict Hall and is required to give them advance notice of meeting occupancy.

Questions? Contact Rebekah at 704-332-2901 ext.212.

Building	Room(s) Needed	Building	Room(s) Needed
Church	Church	Ignatius House	Front parlor
	Biss Hall		Bridal Rm
	Kitchen		Conf. Rm
	Ig. kitchen		
Benedict	B1-Devereaux	Ignatius Upstairs	Room 1
	B1-McCreesh		Room 2
	2 nd Class area		Large rm.
	2 nd Conf. Rm		
	2 nd Mass area	Grounds	Garden

FURNITURE & EQUIPMENT			
	QTY.		
Chairs		Wireless hand held Microphone	
Tables (Round)		Wall mic	
Tables (Rectangular)		Drop down Screen	
Podium		Computer projection	
Flipchart and Stand		DVD player	
Easel		Music	
Need instructions for the equipment?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

type in box: *Special Instructions for Facilities or Publicity *

I have read this page and agree to the policies for facilities use and communication deadlines.

Signed:

Facilities Instructions & Policy

- A "Facility & Communications Request" form must be completed for any/all requests for room and facility use.
No email or voice mail messages will be accepted.
- **Once confirmed by the office, you will need to sign out keys or get access.**
- Cancellations must be submitted to the Parish Office at least 48 hours before the scheduled event/activity. Failure to contact the Parish office will result in a cancellation of future room reservations and privileges to use the facilities.
- Keys are to be signed out in the Parish Office. Please contact the office at 704-332-2901 ext. 212 to schedule a time to pick up keys and sign them out. All keys are to be returned immediately after the event/use by placing them in the mailbox slot in the back door of the Parish Office.

Please provide the most accessible phone number & email address to notify you in case of emergency.

- If the alarm system is activated in any building, please contact **Sonitrol Security** at 704-423-1111.

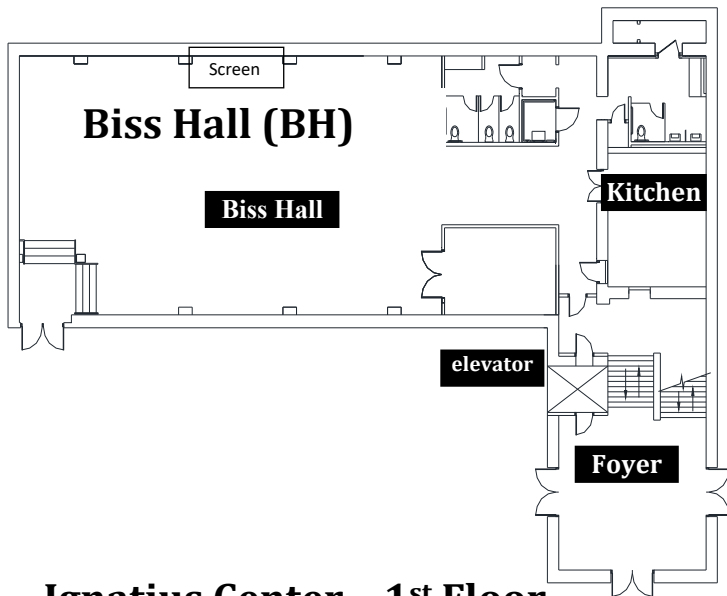
Please be respectful of our parish environment.

The following cleanup is requested:

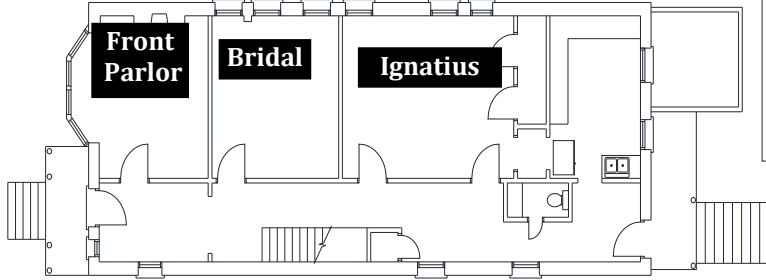
- Reserved equipment should be left in the room upon completion of use, unless otherwise noted by the Facilities Manager.
- All trash (food, drinks, paper products, **coffee grinds**, etc.) must be disposed of properly.
- All dishes, pans, silverware, coffee equipment must be cleaned and stored in the proper location.
- Turn off all equipment (**coffee maker**, stove, etc.).
- Turn off all lights, including rest rooms.
- Check all exterior doors to make sure they are locked.
- Remove all markings from white/dry erase boards.
- Return the A/V equipment in the same condition/settings you received them.

Instructions for equipment usage are available upon request. Contact Communications at 704-332-2901 ext. 218.

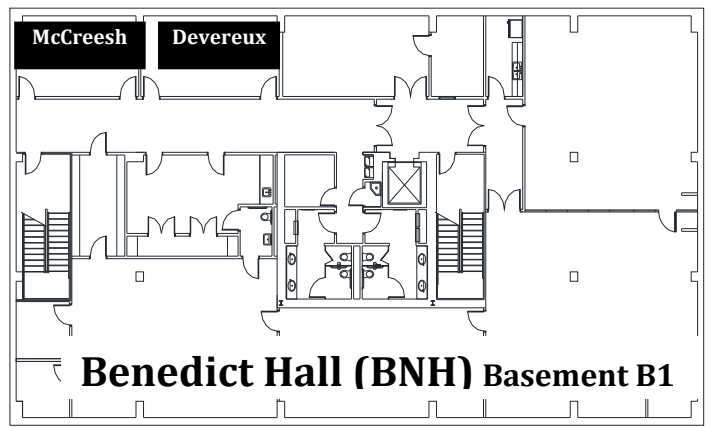
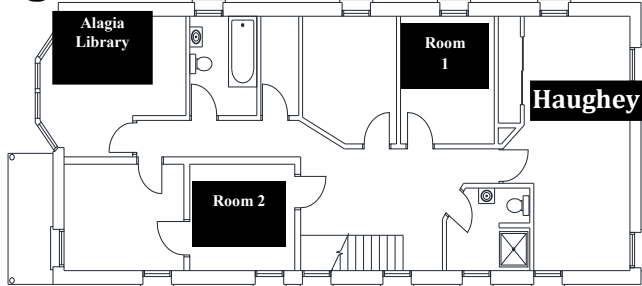
- Children must never be left unattended. All children must be supervised by a parent or authorized adult.



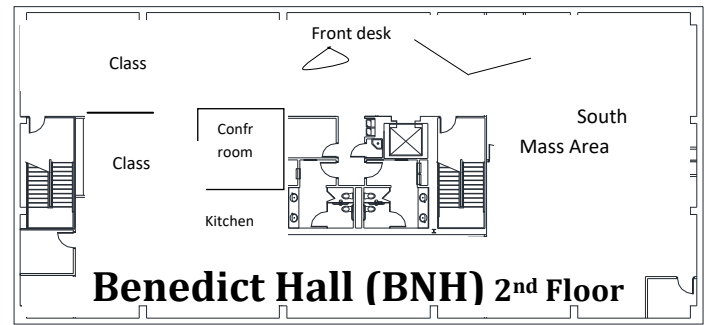
Ignatius Center - 1st Floor



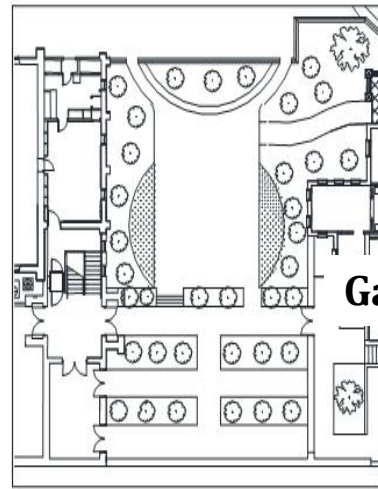
Ignatius Center - 2nd Floor



Benedict Hall (BNH) Basement B1



Benedict Hall (BNH) 2nd Floor



Garden (G)

Building - Room	Max. Seating	Standard Room Layout: Furniture and/or Equipment Available
BH - Biss Hall	200	(173) chairs (8) 5' round tables (9 chairs max./table) (6) 6'x30" rectangular tables (6 chairs max./table)
BH - Kitchen		Oven, Microwave, Refrigerator/Freezer, Coffee Maker, Dishwasher, Heating Ovens, Cooking Utensils, Pots & Pans
G - Garden	100	Standing, outdoor tables – seating for 40
2 nd Fl. BNH Mass area	205	Mass setting with chairs
2 nd Fl. BNH Conf. Rm	24	(24) chairs, (2) 6'x3' rectangular tables (1) set up table Conference Rm
2 nd Fl. BNH Classroom	45	2 areas - classroom 4 tables and chairs/ RCIA area with circle of chairs
BNH – Devereux	18	(18) chairs , (2) 8'x3' rectangular tables
BNH - McCreech	16	(14) chairs , (2) 6'x3' rectangular tables
IC – Front Parlor	10	(6) seats
IC - Bridal	10	(2) chairs, (1) 3-person couch
IC - Ignatius	20	(15) chairs, (1) 6'x3' rectangular table (with small table for extension)
IC – Meeting Rm 1	6	(6) chairs
IC – Meeting Rm 2	8	(8) chairs
IC – Haughey	20	(20) chairs, (1) 5'x30" & (1) 6'x30" rectangular table