

St. Margaret Mary Parish
Facility Use Agreement and Reservation Request Form
Last updated 2-19-2019

St. Margaret Mary Parish activities will be given priority for use of all facilities. St. Margaret Mary Parish reserves the right to cancel any reservation, without notice or liability, in the event of an existing conflict or should a conflict arise.

Requests for St. Margaret Mary Parish facilities should be made at least 6 weeks prior to your event.

Any fundraising event must meet the requirements outlined in the Parish Fundraising, Sponsorship & Endorsement Policy which can be found at www.smmneenah.org under the Parish Policies tab.

Parish Related Activities

1. Request for usage of St. Margaret Mary Parish facilities must be submitted via this Facility Use Agreement and Reservation Request Form to the St. Margaret Mary Parish office.
2. If necessary, keys will be issued for access to the facility. Keys must be returned to the Parish Office immediately following the event.
3. Facility user agrees to the following:
 - a. No smoking on parish property.
 - b. Refuse must be recycled or discarded using properly marked containers.
 - c. Facility must be left in the same condition as it was found.

Private Activities

1. Private use (i.e. bridal or baby showers, anniversary celebrations, etc.) of parish facilities may be requested by currently registered parishioners of St. Margaret Mary Parish only. The Business & Operations Director and/or Pastor determine whether the usage is private or not.
2. The person securing the private reservation must be at least 18 years of age and must be present during the direction of the event.
3. Facility Use Agreement and the Hold Harmless/Indemnity Agreement or Adult Hold Harmless/Indemnity Agreement (whichever is applicable) must be signed and approved prior to any private event.
4. The parish requests a donation of \$25 per hour for the private use of parish facilities, with an additional donation of \$50 if kitchen facilities are used.
5. Facility user agrees to the following:
 - a. No smoking on parish property.
 - b. No sale or use of alcoholic beverages is permitted.
 - c. Refuse must be recycled or discarded using properly marked containers.
 - d. Facility must be left in the same condition it was found. User will be billed \$25 per hour if additional clean-up is required or directly charged for any repairs needed as a result of damage to the property.

St Margaret Mary Parish
Facility Reservation Request Form
Last updated 2-19-2019

Please complete the information below and return to the St. Margaret Mary Parish Office. Please allow a minimum of two weeks for review. You will be contacted to confirm reservation approval/denial.

Individual/Group Name: _____

Facility Location Requested: _____

Date(s) Needed (if recurring, please attached schedule): _____

Beginning Time: _____ Ending Time: _____

Anticipated attendance:

_____ # of adults

_____ # of youth (ages 12-18)

_____ # of children (ages 0-11)

Contact Person Name: _____

Contact Person Telephone: _____ Email: _____

Will childcare be offered with your activity/event: _____ Yes _____ No

If yes, please provide the names of the individuals who will be providing the childcare. All adult childcare providers must have an approved background check on file with St. Margaret Mary Parish and must have completed VIRTUS training. Youth can provide childcare with an approved background check/VIRTUS trained adult supervisor.

_____	_____
_____	_____
_____	_____
_____	_____

Please contact Juanita Harder or Ellen Mommaerts at the Parish Office if you have questions about background checks and/or VIRTUS training.

Cancellations must be requested at least two business days prior to activity/event in order to receive a full refund of any fees paid.

Request: Approved/Declined Date communicated: _____

PLEASE NOTE: The Hold Harmless/Indemnity Agreement or Adult Hold Harmless/Indemnity Agreement (whichever is applicable) must be signed and returned with this request for private events in order for this request to receive consideration.