

St. Margaret Mary School  
Facility Use Agreement and Reservation Request Form  
Last Updated 8-21-2018

St. Margaret Mary School and Parish activities will be given priority for use of all school 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.

Request for usage of St. Margaret Mary School facilities must be submitted via this Facility Use Agreement and Reservation Request Form to the St. Margaret Mary Parish Office or St. Margaret Mary School Office 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](http://www.smmneenah.org) under the Parish Policies tab.

Parish/School Related Activities

1. Requests for use of St. Margaret Mary School facilities must be submitted via this Facility Use Agreement and Reservation Request Form to the St. Margaret Mary School Office or the St. Margaret Mary Parish Office.
2. If necessary, key fobs will be issued for access to the facility. Key fobs must be returned to the St. Margaret Mary School or Parish office immediately following the event.
3. Facility user agrees to the following:
  - a. No smoking on school 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. basketball leagues, anniversary celebrations, etc.) of school facilities may be requested by currently registered parishioners of St. Margaret Mary Parish or parents of current or former St. Margaret Mary School students only. The St. Margaret Mary School principal and/or St. Margaret Mary Parish business director determine whether the usage is private or not.
2. The person securing the reservation must be at least 18 years of age and must be present during the duration of the event.
3. Facility Use Agreement, including the Hold Harmless/Indemnity Agreement or Adult Hold Harmless/Indemnity Agreement, must be signed and approved prior to the event.
4. The parish requests a donation of \$25 per hour for the private use of school facilities, with an additional donation of \$50 if kitchen facilities are used.
5. If necessary, keys/key fobs will be issued for access to the facility. Keys/key fobs must be returned to the Parish or School Office immediately following the event.
6. Facility user agrees to the following:
  - a. No smoking on school 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 as 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.

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Complete the information below and return to the St. Margaret Mary School or 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: \_\_\_\_\_  
Contact Person Name: \_\_\_\_\_  
Contact Person Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Request: Approved / Declined      Date communicated: \_\_\_\_\_  
Reservation added to the Big East school calendar: \_\_\_\_\_

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.