

Request to USE St. Benedict Catholic Church Facilities

Please fill in all the information. Incomplete forms will be returned.

Submit completed form, and direct questions, to April Johnston

(843) 216-0039 or e-mail stbenedict@charlestandiocese.org

Please notify April at least 2 weeks prior to event if there are changes to your event plans (location, date, time, etc.).

NO ROOM REQUEST IS GUARANTEED.

ONLY THOSE REQUESTS THAT HAVE OFFICE APPROVAL ARE ALLOWED TO MEET AT ST. BENEDICT

1. Organization Name: _____ Date: _____

2. What Date(s) do you require (May list additional dates on back): _____

3. Number of Participants: _____ 4. Type of Event: _____

5. What facility/facilities do you wish to use:

(St. Dominic; St. Clare, St. Francis, Holy Family Room, St Scholastica, Chapel, Church, Field or Kitchen)

1st Choice: _____ 2nd Choice: _____

6. What time will actual event take place? (These are the times that will appear on the St. Benedict Calendar.)

Event Begins: _____ am/pm | Event Ends: _____ am/pm

7. What time will your group use facility to decorate/prepare, and then to takedown/cleanup?

Self Set up will start: _____ Date: _____ Time: _____ am/pm

Self Clean up will be completed by: Date: _____ Time: _____ am/pm

8. Special Instructions - (i.e. Number of tables and chairs needed/AV Equipment Needed -you will setup):

9. In order to use any facility, you must agree to all the general facility use, care and security guidelines.

Do you agree? _____

10. Is there someone with a FOB to enter the church building that will be responsible for giving you entry?

If so, please provide their name. _____

If not, and your event/meeting is outside of office hours please contact April to arrange getting a temporary FOB prior to your event/meeting.

11. Name of Person Responsible for Event: _____

Contact Number: _____ Email: _____

12. Signature of Person Completing Form: _____

Contact Number: _____ Email: _____

Business Office use:

Date Received: _____ Date Entered: _____ Ack. Emailed: _____

Follow up Required: No/Yes (Describe): _____

ST. BENEDICT PARISH FACILITIES USE GUIDELINES

FACILITIES RESERVATIONS

▪ To reserve parish facilities or grounds (the Church or meeting rooms, kitchen, field, parking lot, etc.) for a single ministry meeting/event, or a series of recurring ministry meetings/events (e.g. 7 weekly Bible Study sessions, monthly group meetings, etc.), complete and submit **Facilities Reservation Form** to the parish office Attn: Office Manager. Include dates and times your ministry would like to reserve facilities. No meeting or event can be held on the St. Benedict premises without proper approval. The programs of St. Benedict have precedence for scheduling purposes. All groups that meet regularly must submit their form annually, beginning on July 1st for the period starting August 1st of that year and ending July 31st of the following year. **Please note:** All facilities reservations must be submitted **IN ADVANCE** and the Office Manager will confirm via email when they are approved.

GENERAL FACILITY USE, CARE AND SECURITY

▪ **It is the responsibility of every ministry to comply with the following when they use parish facilities:**

1. No meeting or event can be held on the St. Benedict premises without proper approval.
2. If use of the Kitchen is wanted for part or all the event it must be reserved.
3. No outside doors may be propped open.
4. The room must be left clean. (Wipe down chairs, tables and counters, pick up litter, sweep floors, clean and return dishes/utensils and unused paper products to their designated storage area, etc.). Each room will have a bucket of cleaning supplies. Please leave these supplies in their designated room.
5. The space must be returned to its original configuration: chairs, tables, audio-visual, and all other items and materials that were moved or used must be returned to where they belong.
6. If computers or audio-visual equipment are used, please be sure to log off and shut down the computer and turn off the projector and/or TV. Make sure all TV/DVD cables and remotes are returned.
7. All trash must be removed. Take trash to the outside dumpster (located next to the parish garage) and insert new trash bags into the trash cans. Extra trash bags are available in the maintenance area (room adjacent to St. Dominic room) and in the kitchen.
8. All lights must be turned off.
9. All doors must be closed and securely locked.
10. If the kitchen is used, all surfaces and appliances must be cleaned, trays/utensils/etc. cleaned and stowed, the oven and stove top turned off. Excess food and beverages should be removed from the premises. If linens are used, they must be washed and returned within a reasonable time frame.
11. **DO NOT** tamper with the thermostats. If there is a problem with the temperature, please contact the office.
12. **PLEASE NOTE:** If the Parish Office is closed due to inclement weather or power outage, **ALL** parish facilities are also closed.
13. At the end of each meeting/event a **Post-event Facilities Form** must be completed. This form can be found and returned to the information wall across from the office.

*** If there is an issue, (e.g. power goes out, building/room is locked, etc.) please call April Johnston at 843-995-1259 or the parish at 843-216-0039 and choose option #3. If there is an emergency, please call 911 and then call the number above. ***