

† † St. Joan of Arc Ministry Facility Request Form – 2017-2018 † †

Please Note: Funerals, Funeral Meals and Funeral Planning take precedence over all other scheduling.

Event Day (Monday, etc.) _____	Date: _____
Recurring Dates: _____	_____
_____	_____
_____	_____
_____	_____

Today's Date

Requesting Person (*printed*) _____ Phone number _____

Function/Program/Event _____

Number of people attending _____ Room(s) requested _____

Actual time of event: Start: _____ End: _____

Set-up date/time: _____ Breakdown Time: _____

If Catered: Contact Person and Number _____ Copy of Certificate of Ins _____

Check items you will need:

Chairs Only _____ Table & Chairs _____ Floor Plan _____ Podium _____

Whiteboard _____ PA system _____ Soda Fountain _____ Coffee _____

Easel _____ Screen _____ TV / DVD _____ Water _____

List other special set-ups or requests: _____

Please read the terms and conditions on the reverse side. Your signature indicates acceptance of these rules.

Signature _____

Address/City/State/Zip _____

E-mail Address _____

Approval by Father Nathan Goebel _____ Date: _____

Copy to Maintenance Supervisor _____ Date: _____

† † St. Joan of Arc Facility Use – Terms and Conditions † †

Use is determined by availability and previously scheduled events.

We have a NO SMOKING POLICY for all facilities. Smoking is only permitted outside, 25 feet from any church entrance. All meetings/events must end by 10:00 PM.

The area of St. Joan of Arc you are using must be left in the condition originally found. Please return items to their place (chairs, tables, etc.). Depending on the purpose of use of our facilities, you may be required to clean up the floors, tables, etc. or pay a clean-up fee. This will be discussed with you by the Scheduler at St. Joan of Arc.

Please keep the doors to Orleans Hall and Durrie Hall closed during your event if there are church services being held. This ensures that church services are not disturbed.

If cooking is to be conducted and kitchen appliances used at your event, arrangements must be made to have an SOS/Receptions Committee volunteer present, even if an outside caterer is being used; the purpose of the committee member is to provide basic kitchen orientation and instruction on appliance use. If the kitchen is used, it must be cleaned and left in the condition it was found. Beverages are served from the bar and beverage counters only by designated bartenders. The ONLY alcohol permitted is WINE and BEER. No food or drink is allowed on the dance floor or outside the Orleans Hall. Decorations may not be attached to the walls, ceilings, windows, or doors. Decorations may be placed on the tables. Rice, birdseed, nuts, candy or confetti are not to be thrown inside or outside the facility.

1. Vacant rooms may not be assumed as unused. Only facilities requested and then assigned to you or your group may be used.
2. Please respect the privacy of other groups using the facility areas.
3. All events must be approved by Father Nathan Goebel, scheduled by the parish scheduler, and checked by the Maintenance Supervisor. A refundable security deposit may be required at time of approval.
4. Children **less than** 18 years of age should be with adults at all times and not allowed to roam around the facilities unsupervised.
5. Children **under** 18 years of age are not to be in the kitchen unless supervised by an adult.
6. Candles are not to be burned without approval and must be in a glass container.
7. Please remove all items you bring in, including food or food storage items.
8. Please pick up all trash and place in the proper receptacles.
9. If you have key access to the area you are using, you are responsible for turning off the lights and locking up the area after your function. This includes the restrooms.
10. If anything gets broken or damaged, please notify the Parish Office as soon as possible.

Candle Approval: Yes No