

**MINISTRY EVENTS/MEETING
REQUEST FORM FOR USE OF PARISH FACILITIES**

Group Name: _____ Requested Date: _____
Ministry Leader: _____
E-mail address: _____ Phone #: _____
Event Start Time: _____ End Time: _____ # of People Anticipated _____

Please check all facilities you would like to use:

<input type="checkbox"/> Kitchen	<input type="checkbox"/> Parish Hall	<input type="checkbox"/> Narthex
<input type="checkbox"/> Historic Church	<input type="checkbox"/> Church	<input type="checkbox"/> Sensory Room
<input type="checkbox"/> Church Meeting Room	<input type="checkbox"/> Vestibule	<input type="checkbox"/> Church Nursery

Will you need a key to facilities? YES NO

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The cleanliness and maintenance of all our facilities is paramount. When using any of our facilities please clean up after your event. All trash must be in the garbage containers. Please do not leave leftovers in the refrigerator. Please take all used aprons, dish towels and linens home and wash, dry and return them in a timely manner for use by other groups. Please check the restrooms and make sure all toilets are flushed and all faucets are turned off. If you borrowed a key, please return it to the church office as soon as possible after your event.

**LIGHTS:** All lights are automatic with the exception of the kitchen. Automatic lights, (hallway, meeting rooms, restrooms and the vestibule) will turn on upon entering the area and will turn off ten minutes after the last person leaves the facility. The kitchen has two light switches that are manually operated, **PLEASE** make sure they are off before you exit the facility.

Please feel free to call the Parish Office to check date availability prior to submitting the form.

Please report any problem or concerns to the Parish Office, 717-367-1255.

Facilities check list:

- Floors swept and damp mopped (if dirty)
- All trash in trash cans
- Bathrooms checked
- Counters, tables, and chairs wiped down
- All equipment put away
- Dirty linens taken home for washing (if used) & cleaned linens returned
- Outside Entrance Doors locked
- Keys returned

## REQUESTED DATE(S)

List **specific dates** you would like to use parish facilities - not "1st, 2nd, ... day of the month," or "this particular weekday from this month to this month." Some dates may fall on holidays or holy days with vigil masses. Other events may also have been previously scheduled, such as liturgical events, during the times you would normally meet. Please use this form only and the parish office will do their best to accommodate the dates and times you list. Your help and cooperation are greatly appreciated.

JANUARY

FEBRUARY

MARCH

APRIL

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### **MISSION STATEMENT**

*We are the Church of St. Peter committed to sharing the good news of Jesus Christ through prayer, service, scripture and sacrament in the living Catholic and apostolic tradition.  
We welcome all to walk with us on this journey of faith.*