

# REQUEST FOR USE OF PARISH FACILITIES

## SINGLE EVENT REQUEST

*Request must be submitted to the parish office three (3) weeks prior to event date by the Ministry Leader only.*

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:

Kitchen                       Parish Hall                       Narthex  
 Historic Church               Church                           Sensory Room  
 Church Meeting Room       Vestibule                       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