

The Catholic Community of the Blessed Trinity
Facilities Request Form for Parish Events
 (See reverse side for Instructions. Revised May 27, 2015)

For Office Use Only		
Date Received:	Pastor Informed:	Finance Director Informed:
Music Informed:	Request (encircle):	Approved Denied Modified
Request Entered in Calendar:		
Notes:		

1. Name of Event:	2. Number of People:	
3. Contact Person:	4. Phone:	
5. Sponsoring Parish Committee/Ministry:	6. E-mail:	
7. Other Involved Parish Committees/Ministry:		
8. Proposed Date(s) of Event:	10. Set-Up Start Time	
	11. Event Start Time	
9. Space(s)/Room(s):	12. Event End Time	
	13. Clean-Up End Time	

14. Specific Instructions: (i.e. equipment, such as DVD Player, TV, microphone, etc.)

15. Will alcoholic beverages be served? Yes No

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16. Usage Fee:	17. Insurance:

Please Read and Sign the Following Agreement

The undersigned agrees with the guidelines for facilities request and use.

The undersigned agrees that they will indemnify and hold free and harmless *The Roman Catholic Diocese of Rochester and the Catholic Community of the Blessed Trinity and the Most Reverend Salvatore R. Matano, Bishop of the Roman Catholic Diocese of Rochester*, and his successors, from any and all claims or actions for damages or loss to property, including the loss of use thereof and from any and all claims or actions for personal injury, sickness or disease, including personal injury, if caused by the undersigned's acts or omissions, and the undersigned will pay any and all judgment decrees, costs, including attorney fees which may be rendered against *The Roman Catholic Diocese of Rochester and the Catholic Community of the Blessed Trinity and the Most Reverend Salvatore R. Matano, Bishop of the Roman Catholic Diocese of Rochester*, it's directors, officers, agents and employees, in any and such actions or proceedings.

Signature of the Contact Person: _____ Date: _____

Guidelines for Facilities Request and Use

Welcome to the Catholic Community of the Blessed Trinity. We have developed these guidelines to assist you and all those involved in ensuring that your event is safe and enjoyable. If you have questions or concerns, please call Sandy Stadtmueller @ (315) 594-9430. The following numbered items correspond to the information requested in the application form.

1. **Event.** Indicate the name of the event as you advertise it, as people know it or as it may appear in our weekly bulletin.
2. **Number of People.** Indicate an approximate number, if not the exact number of expected people.
3. **Contact Person.** This person will be responsible in relaying pertinent information between the Catholic Community of the Blessed Trinity and the Parish Ministry (for parish-related events) or Requesting Party (for personal and non-parish-related events). As such, the person must be accessible by phone and by e-mail. The contact person will be responsible for picking up and returning keys to the parish office, if necessary, for the condition of the facility after use and for reimbursement for any damage and related fees incurred, and for reporting any accidents and injuries incurred during the event to the Parish Office.
4. **Phone.** See number 3 above.
5. **Sponsoring Committee/Organization.** If applicable, this is the parish ministry or organization that plans and oversees the implementation of the event.
6. **E-mail.** See number 3 above.
7. **Other Involved Parish Committees/Organizations.** The Sponsoring Committee is encouraged to work collaboratively with other parish committees and organization. It is our hope that through collaborative work, parish events truly become events of, for and by the parish.
8. **Proposed Date(s) of Event.** Indicate the date that you foresee your event to take place. Prioritization of events guides our review and scheduling of activities: first, staff members' parish events; second, parish ministry/committee/organization events; third, parishioner's personal events (non-parish related) and lastly, other events.
9. **Space(s)/Room(s).** Indicate specific space/room you need for your event, including, if applicable, the use kitchen. Note that food and drinks are not allowed in the Church. For the use of the kitchens, whatever is brought in must be taken out.
10. **Set-Up Start Time.** Indicate the *reasonable* amount of time needed for you to prepare the place prior to the actual time your event starts. The set-up start time may be adjusted according to the availability of our maintenance persons.
11. **Event Start Time.** Indicate the actual time your event begins.
12. **Event End Time.** Indicate the actual time your event ends.
13. **Clean-Up End Time.** Indicate the *reasonable* amount of time need for you to do your clean-up. Kindly leave the space/room as you found it. Collected trash from the event must be taken out and deposited on the trash bin on the side of SMM Church; collected trash from ST events must be taken home.
14. **Specific Instructions.** Kindly indicate the use of TV, DVD Player etc. If any, please include caterer name and phone number.
15. **Will alcoholic beverages be served?** If yes, please obtain the *required* Insurance Program Special Events Coverage. You may obtain the form from Sandy Stadtmueller at the Parish Office. The form, along with the payment, needs to be submitted to the parish office two weeks prior to the event. Checks are made payable to the "Diocese of Rochester."
16. **Usage Fee.** This is for *personal and non-parish related events*. We ask payment for preparation cost in the amount of **\$50** for parishioners and **\$100** for non-parishioners.
17. **Insurance.**

For parish-related events. *All parish-related events are insured under the parish insurance.* Contact persons sign the form on the behalf of the pastor, whose final approval will appear with his signature on the top portion of the form, see For Office Use Only..

For personal and non-parish-related events. Cost for events with 1-1000 people will be **\$90.00**. This fee is mandatory. Also, see number 15, if serving alcohol at the event. If payment is in check, kindly make it payable to the Catholic Community of the Blessed Trinity, and on the Memo, indicate Insurance.