

For Office Use Only:

Updated: 10/2008

Reservation #: _____

Entered: _____

E-mailed: _____

APPLICATION FOR USE OF FACILITIES OUR LADY OF THE PRESENTATION CATHOLIC CHURCH

Date(s) of Event: _____

Date of Application: _____

Start Time: _____

End Time: _____

Set-up Time: _____

Purpose of Event: _____

Sponsoring Group: _____ Contact Person: _____

E-mail Address: _____ Phone:(Day) _____ (Eve) _____

Approximate number of people attending: _____

Facilities Requested: *(Please check all that apply)*

Note: Permission for use is granted to only the facilities that are checked below. Other facilities, whether they are in use or not, are off limits and are not to be used.

- | | | |
|---|--|--|
| <input type="checkbox"/> Auditorium | <input type="checkbox"/> Mulligan Room South | <u>Yellow House</u> |
| <input type="checkbox"/> Church | <input type="checkbox"/> Mulligan Room North | <input type="checkbox"/> Basement #1 |
| <input type="checkbox"/> Serving Kitchen (bring supplies) | <input type="checkbox"/> Scheer Room | <input type="checkbox"/> Conference Room |
| <input type="checkbox"/> Gymnasium | <input type="checkbox"/> Cooper Room | <input type="checkbox"/> Scout Room |
| <input type="checkbox"/> Shelter House | <input type="checkbox"/> Etue Room | <input type="checkbox"/> Youth Room |
| <input type="checkbox"/> Other | | |
- Audio/Visual Equipment: circle item(s): TV, CD, VCR, DVD, laptop, sound/PA system, mics, podium
(Note: training is required for AV equipment usage)

1. **Tables and chairs are accessible for set up. All groups are responsible for their own set up and take down. This includes sweeping and vacuuming areas where applicable and mopping tiled areas. Wipe tables and counter tops clean, take out trash, clean up smoking area if used.**
2. **Every group is expected to return tables and chairs to their respective storage areas immediately at the conclusion of the event unless previously negotiated otherwise.**
3. **Rental fees are due at the Parish Office at the time the reservation is made.**
4. **Event insurance form must be completed with \$125 payment and given to the parish office. Serving of alcoholic beverages to minors is prohibited at all times.**
5. **Facilities not specifically reserved are off limits to all.**

Deposit will be forfeited if chairs/tables are not returned and /or the facilities are in disarray or damaged. Tables, chairs, carpeting/flooring, etc. must be left in the same condition in which they were found.

Will alcoholic beverages be served? _____

Total Deposit/Damage Fee _____

Total Usage Fee: _____ Special Event Insurance Fee: _____

Total Due: _____ Date Received: _____

I understand and agree that the deposit will be forfeited if damage occurs or if extra cleanup is required after the facility is vacated. I also accept responsibility for the supervision of the serving of any alcoholic beverages to ensure moderation and compliance with the law.

Signature _____ Received by: _____