



**ST. JOHN THE EVANGELIST PARISH
REQUEST FOR FACILITY USE
April 2010 - June, 2011**

Contact Person: _____ Day of Week and Date: _____
(this person must be on the premises
during event) Set up Time: _____ am/pm

Daytime Phone: _____ Begin Time: _____ am/pm

Evening Phone: _____ End Time: _____ am/pm

E-mail Address: _____ # of people expected: _____
(A "final count" is needed two weeks in advance)

Event Title: _____ If keys are needed for your event, they must be
picked up at the rectory by 4:00 pm during week-
days and on Fridays by 4:00 pm for weekend
events. Please return all keys to the rectory mail
slot when your event is finished. **No key** is to be
given to anyone else — it is your responsibility.

Organization: _____

Room(s) Requested: _____

TO ALL FACILITIES USERS

We have worked very hard over the past few years to upgrade all of our meeting rooms, at a great expense, to serve all your needs. We do ask that you respect our facilities and follow all rules for use of these meeting rooms. Your date, once confirmed, is guaranteed except for emergencies. Funerals are not planned. We do the best we can to schedule these between booked events. However, sometimes it is impossible and we may be forced to reschedule your event. Thank you for understanding. Any non parish event must obtain mandatory insurance coverage from the dioceses of N.H. for there event. Any alcohol used in any event requires a separate insurance coverage from the dioceses of N.H. Please ask for forms at time of booking event, as dioceses requires time to issue insurance coverage. We reserve the right to refuse use of alcohol. Please remember all church property is smoke free! All users are to leave their room clean. Key must be picked up between 9:00 am - 4:00 pm at the rectory for the event, if needed. Remember there is NO one available after 4:00 pm.

PLEASE READ ALL GUIDE LINES ON REVERSE SIDE AND SIGN

If you have any questions please call Dan Stanley, Facilities Manager at 224-2328
To Fax 224-2625

Guidelines for Use of Church

1. Do not move any furniture on altar
2. Do not move any Flower Displays
3. Do not tape anything to pews or walls of church
4. Wireless microphones are not to be used without written permission
5. Use of microphones and music equipment must be approved by Edgar
6. Please remove all items from your event when done
7. Arrangements for key must be done during office hours only

Guidelines for Use of IHM Room, Sacred Heart Room & All Saints Room

These rooms are dedicated for Adult use

1. Furniture in rooms is NOT to be moved
2. Nothing is to be taped on walls
3. All items you bring must be removed when finished
4. Room must be left clean
5. Make sure all windows and doors are locked, and lights are off
6. Please make arrangements to pick up key during office hours
7. Please return key to mail slot at rectory when finished

Policy for Use of Pope John Paul Activity Center

All requests must be submitted on this form - minimum 3 weeks prior to event. Please submit a set-up sketch at the time of the request. Any changes must be made at least two weeks in advance. This time is needed to properly schedule the work and make sure that all items needed are available. **All facility set-ups will be your responsibility to set up and breakdown.** Facilities must be cleared of any trash by the user. Dumpsters are located behind the activity center. Sinks and counters and tables must be wiped down and items used should be washed and returned to their original storage. No items can be hung from ceiling or taped on walls. All items brought into the facilities need to be removed from the facilities at the end of your event. Please remember that all our facilities are designed "smoke-free". Failure to follow these guidelines will result in the loss of privileges to use our facilities.

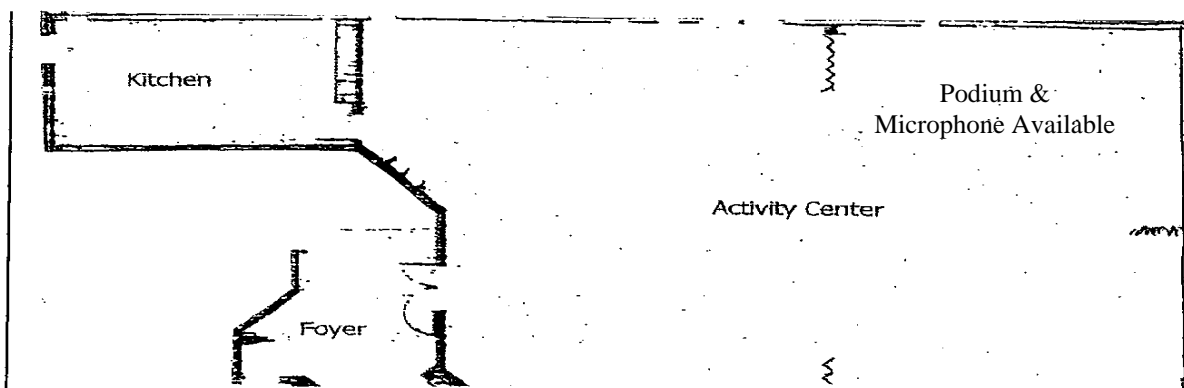
I have read ALL RULES FOR USE OF OUR FACILITY'S
and understand the above policy's:

_____ Signature

This form must be approved and signed by Dan Stanley in order for this to be considered a booked event. **If it is not signed it is Not Available.** Save Your Signed Copy

Date Approved _____

Use this space to diagram your set-up. Please indicate round or rectangle tables.



Maximum 16 rounds 10 each = 160 — Chairs only 200 maximum — 14 Long tables 10 each = 140