

**FACILITY REQUEST FORM  
ONE (1) EVENT PER FORM**

Today's Date: \_\_\_\_\_

Organization or Group Name: \_\_\_\_\_

Event being held: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Facility Requested: (Circle one only- Separate Forms Required for each facility)

Hall

Main Room-Hall

Room 1-Hall

Room 3-Hall

Room 4- Hall

Church

Kitchen

Other \_\_\_\_\_

**Date Requested**

**Time**

**Date Requested**

**Time**

\_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_      \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

**Date Requested**

**Time**

**Date Requested**

**Time**

\_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_      \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

**USE FOR RECURRING EVENTS:**

Date:      From \_\_\_\_\_      To \_\_\_\_\_

Day(s) of the week \_\_\_\_\_      Time: From \_\_\_\_\_ To \_\_\_\_\_

**Signature of Requestor:** \_\_\_\_\_

\*\*\*The key to the facility is to be checked out from the office the same day of the event and returned to the office slot at the closing of the event.\*\*\*

Facility approved by: \_\_\_\_\_ Date: \_\_\_\_\_

## USE OF FACILITY

### 1) Applications:

- a) Facility request form may be picked up at the Parish office during regular office hours or from our website [www.sthelenchurch.com](http://www.sthelenchurch.com).
- b) Completed applications must be turned into the office 30 days prior to the event.
- c) The organization, group or individual is responsible for the cleanliness and repair needed after the event. The facility will be inspected as soon after the event as possible.
- d) St. Helen of the Cross Church will charge the appropriate amount for any damages that occur to the facility that are a direct result of the organization, group or individual.
- e) The applicant will be responsible for the cost of repairs to return the facility to its original condition.
- f) The applicant is responsible for providing their liability insurance. If the applicant does not have proper liability insurance a check or money order made out to the Diocese of Tucson must be submitted to purchase insurance coverage for the event. (See attached application).

Initials \_\_\_\_\_

### 3) Kitchen:

The kitchen is not available for use without Rental Agreement.

Initials \_\_\_\_\_

### 4) Security:

- a) St. Helen of the Cross will not provide security personnel and reserves the right to call the authorities and void this agreement if any disturbance is reported during the event.
- b) The applicants are responsible for hiring one (1) uniformed security personnel (not guest) who will be present during the entire event. If deemed necessary.
- c) The maximum capacity of the Hall is 250 people. Violation of this policy may result in cancellation of the event and render this agreement void.

Initials \_\_\_\_\_

### 5) Alcoholic beverages and smoking policy:

- a) ALCOHOLIC BEVERAGES are not to be sold or distributed on the premises.
- b) SMOKING is prohibited within 25 feet of the building.
- c) Violation of these policies will deem this agreement null. All people will be asked to leave the premises, and, if necessary, the police will be contacted.

Initials \_\_\_\_\_

### 6) Facility set-up and cleaning:

- a) You **MAY NOT** bring personal tables and chairs to use at the event.
- b) You may setup the facility one (1) hours prior to the event.
- c) No wall or ceiling decorations are to be used.
- d) The applicant user is responsible for the entire facility cleaning after the event.

Initials \_\_\_\_\_

### 7) Keys:

- a) If applicant users need a key for the facility it must be picked up in the Parish office one (1) business day prior to the event and dropped off in the mail box located outside the Parish office immediately after the event. The key is not to be used by anyone other than the applicant or person responsible and is not to be used for any other purpose outside the event.
- b) If the key is lost, a fee of up to \$500.00 may be assessed from the user to help absorb the cost of replacing all the locks at the facility.

Initials \_\_\_\_\_

I, \_\_\_\_\_ agree to indemnify and hold harmless St. Helen of the Cross Church from and against any and all claims, damages, losses and expenses, including attorney's fees resulting from the use of the facilities.

I, \_\_\_\_\_ agree to pay any damages that occur to the Hall that is a direct result of my party from the security deposit. I will be responsible for the cost of the repairs to return the hall to its original condition.

I, \_\_\_\_\_ will be responsible for the key that I have signed out for the use of the Hall on \_\_\_\_\_. I will not use the key for any other purpose nor will I lend it out to any one for any other purpose.

Initials \_\_\_\_\_

If this is a Fund Raising Event:

Money Bag Number \_\_\_\_\_

Received (Initials) \_\_\_\_\_

Rev. May 2011