

Saint Christopher Parish – Room Request Policies

1. Please fill out the request form completely. Incomplete or unsigned forms will not be considered until they are completed.
2. Recurring/repeating events: Repeating events (e.g., monthly meetings) may be requested at one time. Please indicate the recurring details on the request form. However, each group must fill out a request form to reserve space *each year*. Space requests may be made for the coming school year (August-July) beginning in the summer. (Exceptions: Weddings and large events at the pastor's discretion.)
3. Changes & cancellations: Any changes to your request should be communicated to the parish office in writing as soon as possible in order for the space to be used by another group, if needed.
4. Set-up time: Unless specified on the request form, groups should not plan to have access to their room until the time scheduled. Should you need time to set up a room, please indicate as such on the request form. Please also keep in mind:
 - A. *Table & chair set-up*:
 - For regular meetings and small events, groups should plan to set up rooms themselves (indicate how many tables and chairs you will need on the request form). *Staff assistance cannot be guaranteed for set-up.*
 - For larger events and Mass promotions, assistance from parish maintenance staff may be requested. Requests will be considered individually and based on the availability of staff.
 - B. *A/V & Tech needs*: Should your group require the use of technology during your event, please indicate as such on your request form. (Note: the parish Wi-Fi networks are posted in each room.)
 - All groups using Audio/Visual equipment must meet with a member of the parish technology staff for an orientation on the technology. Please schedule a time through the parish office at least 24 hours before your scheduled event.
 - Please consider that sometimes technology does not cooperate. We recommend coming 30 minutes before your event to ensure everything is working properly. While the staff will be happy to assist should any issues occur, they may not be able to assist immediately.

C. *Parish grounds use*: Groups wishing to use the parish grounds must schedule a walkthrough with a member of the maintenance staff at least one (1) week before the event starts.

5. Clean-up time: The end time you request will be the one scheduled and should be factored into your request. *All rooms are expected to be clean and set-up for another group to use upon leaving.* This includes:

- A. Returning all chairs, tables, and equipment to their proper locations (please reference the Room Set-up Information in each room for details).
- B. Removing all outside materials from the room.
- C. If the garbage can is full, taking the trash to the dumpster (on the north end of the parish offices) and replacing the can liner.
- D. Turning off the air conditioning/heating, shutting doors, and turning off lights in each room.
- E. If food or drink is brought into the room (either to be served or by individuals):
 - All tables and surfaces must be cleaned and sanitized (use the cleaning supplies in the gray metal cabinet near the Harriet St. exit). If a meal is served, tables must be washed with soap and water from the kitchen.
 - Floors must be swept completely and mopped if needed (find brooms and supplies near the Harriet St. exit).
 - All trash cans must be emptied, taken to the dumpster, and can liners replaced. Diapers may be disposed of in bathroom diaper cans.
 - All leftover food must be disposed of or taken home. For ongoing events, arrangements may be made with the parish staff to store food in the kitchen area (based on space availability). Please indicate such needs on your request form.
- F. If kitchen dishes/supplies are used:
 - All dishes must be washed, dried, and put away (do not leave drying dishes in the racks).
 - All used dish rags and towels should be laundered and returned by the group using the space. Please return them within three (3) days of your event.