St. Peter Claver Catholic Church
Calendar Request Form

PLEASE PRINT ALL INFORMATION

Organization: _____

Date Requested: _____

Time Needed (set-up start time & clean-up finish time): _____

Time of Event: _____

Facility Requested: (please ☒ one)

☐ Church	☐ School	☐ East Hall Room#'s _____
☐ Plaza	☐ Youth Center	☐ West Hall
☐ West Lawn Room	☐ Library	☐ West Hall Conference
☐ Parking Lot	☐ Parish Office	☐ Parish Center Kitchen

AV Equipment needed: _____

Function:: (please ☒ one)

☐ Parish Activity   ☐ School Activity   ☐ Personal / Family Activity

Description: _____
_____

Contact person: _____

Phone Number: _____

Requested by: (Signature) _____   *Date:* _____

Approved by: _____   *Date:* _____

Calendar - _____   Desk Calendar _____
                                           Web Site _____

<div align="center">FACILITY CONDITIONAL USE AGREEMENT</div>

This Conditional Use Agreement shall be completed with all Calendar Request Form submittals.

As a condition of approval for use of the Facility, this agreement shall be signed by the Contact Person and the following "responsibilities" shall be strictly complied with. The Contact Person assumes responsibility for the Organization in assuring responsibilities outlined in this agreement are met.

General Statement:

It is the responsibility of the Organization requesting use of the Facility to provide for its own set-up, tear-down, and clean-up.   Ideally, the Facility shall be returned in the same condition or better than how it was received.

Responsibilities:

- The Organization shall use only those areas of the facility that have been approved.
- All surfaces of the facility shall be kept clean.
- Tables & chairs shall be clean and returned free of any debris such as food, dirt, etc.
- DO NOT drag tables and chairs across the floor.
- Avoid scratching, scuffing or damaging the walls in any way with tables, chairs, etc.
- Spills of any kind shall be cleaned-up immediately. Please see note on "Janitors Closet."
- Fasteners of any kind are not permitted on the ceiling areas, such as, but not limited to: staples, pins, paper-clips, tape, etc.
- Low to Medium adhesive strength tape is allowed on the walls, tables, and chairs of the facility, however, ALL tape must be removed from all surfaces.
- Trash cans shall be emptied and all trash shall be disposed of properly in the appropriate trash bins in the trash enclosure area, and trash can liners shall be replaced. Please see "Janitors Closet."
- All appliances shall be turned off.
- All dishware shall be cleaned and put back in place.
- Avoid food on carpeted areas.
- All linen, table cloths, etc. shall be washed, pressed and returned within 48 hours.
- Ordinary food and drink are not allowed inside the Church.
- All water must be turned off.
- All lights must be turned off.
- All doors must be locked when done.
- Removal of Facility property is not allowed.

Janitor's Closet:

The Janitor's Closet is located on the east side of the Parish Center and is supplied with cleaning products, brooms, mops, mop buckets, trash bags, etc.

Qualification:

If Facility is returned in poor condition, where it is determined by the Site Management Office that these responsibilities were not met, St. Peter Claver Parish may impose a maintenance fee of $55.00 per hour/per man, and/or future use of the Facility may not be granted to the Organization and Contact Person.

Contact Person signature accepts this Conditional Use

Agreement:_____   **Date:**_____