



Parish of Saint Martha Facility Request Form

YOUR NAME _____ DATE _____

PHONE _____ EMAIL _____

PURPOSE OF USE: _____

DATES OF USE: _____

EVENT START TIME: _____ END TIME _____

TO ALLOW FOR SETUP AND CLEAN-UP TIME, SPACE WILL BE NEEDED

FROM: _____ TO: _____

THERE IS A FEE OF \$100 FOR THE USE OF THE HALL AND AN ADDITIONAL \$100 FOR USE OF THE KITCHEN. PLEASE SPECIFY WHICH SPACES WILL BE NEEDED. ALSO, A \$100 DEPOSIT IS REQUIRED. IF ROOMS ARE NOT CLEANED AND IN ORIGINAL SETUP OR IF TRASH IS NOT TAKEN OUT AND LIGHTS ARE LEFT ON, THE DEPOSIT WILL NOT BE REFUNDED.

HALL _____ KITCHEN _____

OFFICE USE ONLY

DATE: _____

PASTOR

APPROVED _____ DENIED _____ COMMENTS: _____

DIRECTOR OF FACILITIES

APPROVED _____ DENIED _____

**PARISH OF SAINT MARTHA
RULES AND REGULATIONS FOR USE OF FACILITIES**

1. The Organization/Sponsor/Leader/Director assumes all liability with regard to all activities and the actions of any and all persons in their group.
2. Park only in designated parking areas. **St. Martha's is not responsible nor assumes any liability for any damage to or items stolen out of parked vehicles on the church grounds.** Owners of said vehicles should take the necessary precautions to secure their vehicles.
3. Use of the facility is limited to designated room(s) on approved request form. Do not assume equipment will be available; **make prior request. DO NOT PROP DOORS.**
4. Damage of the facilities beyond normal use is at the **expense of the user or group assigned.**
5. **No smoking** is allowed in the buildings. Please do not smoke around Church and other buildings. No drugs or alcoholic beverages are to be brought on the premises. If you or any member of your party have been using drugs or drinking alcohol on the day of the event, that person will be asked not to participate and to leave the church property.
6. No play considered "horse play" or activities beyond regulation indoor games is allowed. Your group will be expected to follow all guidelines and policies of St. Martha's and to follow all instructions given by St. Martha's personnel. St. Martha's is not responsible or assumes any liability for any injury due to accident, activity or personal cause. All members of your group must have their own medical insurance coverage for emergencies/medical treatment.
7. Church phones are not available for use.
8. St. Martha's is **not responsible** for activities that must be canceled due to weather, acts of God or decisions of a third party that may be in charge of a scheduled event or activity. St. Martha's may accept or deny any request for usage of the facility.
9. Rooms set up differently than found must be put back to their original set up after event.
10. Display of promotional items must be approved by Pastor. **DO NOT ATTACH TO WALLS.**
11. At end of function, make sure heat is at 65 degrees and the air conditioning and lights are off.
12. The church furnishes trash barrels with trash liners. The user of the facility is responsible for set up and cleanup of all items used to include floors and depositing trash in the dumpster located in the rear of the building.

PLEASE SIGN AND DATE BELOW

SIGNED: _____ ORGANIZATION: _____
DATE: _____