

Saint Patrick CHURCH

Meeting Schedule/Room Request 2011/2012

Date of Request _____

Scheduled Time Period :
Start _____ End _____

Expected Attendance _____

Please circle the dates that you wish to schedule at this time

July 2011

Su	Mo	Tue	We	Thu	Fri	Sa
					1	2
3	4 4th of July - Closed	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2011

Su	Mo	Tue	We	Thu	Fri	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2011

Su	Mo	Tue	We	Thu	Fri	Sa
				1	2	3
4	5 Labor Day	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2011

Su	Mo	Tue	We	Thu	Fri	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2011

Su	Mo	Tue	We	Thu	Fri	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2011

Su	Mo	Tue	We	Thu	Fri	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2012

Su	Mo	Tue	Wed	Thu	Fri	Sa
1 New Years Day	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2012

Su	Mo	Tue	Wed	Thu	Fri	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March 2012

Su	Mo	Tue	Wed	Thu	Fri	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2012

Su	Mo	Tue	Wed	Thu	Fri	Sa
1	2	3	4	5 Holy Thursday	6 Good Friday	7
8 Easter	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					1st Communion

May 2012

Su	Mo	Tue	Wed	Thu	Fri	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28 Memorial Day	29	30	31		

June 2012

Su	Mo	Tue	Wed	Thu	Fri	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Requests for specific rooms will be honored wherever possible.
We reserve the right to assign events to the best available space.

Ministry/Committee: _____ Person Responsible _____ Ph. _____

Email: _____

Facility Desired: Family Center: Large Hall _____ Lounge _____ Sm Lounge _____ Rooms: 1&2 _____ 3&4 _____ 5&6 _____ 10&11 _____
Kitchen _____

Administrative Center: Conf RM A _____ Conf RM B _____ Prayer Rm _____ Narthex _____ Church _____ Music Rm _____

Equipment Needed: (Please list number needed) Chairs: No. _____ Setup: Circle - Classroom - Lecture Tables: No. _____ Kind: Large
Round (seat 8) or Long 6 ft. (seat 8) TV/DVD?: Y/N Screen: Y/N Projector (powerpoint) Y/N

Additional Needs: _____

To Request Babysitters/Childcare : Please email katiekrizan@stpatgh.org

St. Patrick Parish Facilities Policy

All regular established parish groups may reserve the Family Center or meeting space in the Administration Building.. Parish functions take precedence over all hall rental reservation requests. All reservations are accepted on a first-come first-served basis.

Changes can be made by Family Center Scheduling Staff if we have to accommodate a Funeral or Funeral Luncheon, special events where the Administration deems it necessary to move groups to accommodate a larger group activity that we did not know about prior to the July scheduling date. All groups who are moved to a different room will be notified by email or phone call.

Reserved space must be cleaned immediately after use. The individual/committee/ministry who reserved the space must make arrangements to return the room(s) to the condition before the event commenced. If refreshments are served and one of the kitchens are used all left overs are to be put away, dishes cleaned and counter surfaces wiped down.

RULES GOVERNING USE OF FACILITIES

1. The committee/ministry will be assessed for repair expense for any loss or damage occurring during their use of the facility.
2. Groups using a facility will confine their activities to the areas and equipment assigned them. Changes in areas must be handled through the Family Center Office.
3. Any abuse of facilities will result in loss of facility privileges by the committee/ministry. Any disorderly conduct on church property is prohibited and shall result in immediate cancellation of privileges. Use of special equipment (electrical, mechanical, etc.) must be cleared in advance and must be under the supervision of the parish representative. The Parish reserves the right to refuse privileges at any time. All activities must meet administrative approval.
4. All equipment and facilities to be used must be listed on the application.
5. Do not block exit doors.
6. No smoking inside the facility at any time.

Small Lounge:

Special Features:

- This room has a TV with DVD player which is always available for your use.
- Radio, CD Player available in room
- Permanent White Board
- Air Conditioning
- Comfortable chairs for small group discussions
- The large table can be taken apart and used as 6 smaller tables and the half round end tables can be used for the teacher or as another round table. Each small table should accommodate 4 students. (two on each side of table)
- Tables will be set up each week before class begins once we know which layout you want to use.
- There is also the small round table that will easily work for two students.

The small lounge limitations:

- The room is normally set up in conference room style with a large main table.
- Table tops are new, table cloth must be used if children are using markers, glue or paint of any kind.
- New leather furniture in seating area, no food or drinks will be permitted on this furniture by children at any time.
- New glass top tables, these tables should never be climbed on or used as foot stools.

Lounge:

Special Features:

- Large Room
- This room has a TV/ DVD player which is always available for your use.
- Air Conditioning
- Comfortable chairs for small group discussions
- Round tables and chairs setup up in room
- Large conference table

Lounge limitations:

- New furniture in seating area, no food or drinks will be permitted by children at any time.
- New glass top tables which should never be climbed on or used as foot stools.

I have read and agree to all of the above policies and rules.

Signed _____

(Person requesting meeting space)

Staff Person Reciving Request _____ Date _____