



St. Mary's Catholic Church REQUEST FOR USE OF CHURCH SPACE AND EQUIPMENT

(Effective May 1st, 2023)

PLEASE PRINT CLEARLY.

Is this a parish ministry event? Yes No

Name of Ministry: _____ (leave blank if private event)

Name of Ministry Leader: _____ (leave blank if private event)

If coordinator is not the Ministry Leader, do you have permission from leader to request this event? N/A Yes No

Name of Event Coordinator: _____

Contact phone number: _____ Is this a cell phone? Yes No

Email address: _____

Name of event: _____

Main facility requested for event: _____

Date(s) of the event: _____ Start time: _____ End time: _____

Set-up date: _____ Set-up start time: _____ – How many min/hours? _____

Clean-up date: _____ Clean-up start time: _____ – How many min/hours? _____

Is this a recurring event? Yes No Frequency: _____

List recurring dates and dates in which you will not use the space requested: _____

Are **alcoholic beverages** planned to be served at this event? Yes No (See **Terms of Use** for requirements.)

THIS SECTION FOR PARISH MINISTRIES ONLY: * Will persons under 18 work in this event? Yes No If YES, have all adult volunteers completed the diocesan *Safe Environment Program*? Yes No

* Is this a **fundraiser**? Yes No If YES, complete *Fundraising Event Form*. Also, have all the adults collecting money completed the diocesan *Safe Environment Program* with regards to financial responsibilities? Yes No

* Do you plan to market the event on our **parish media**? N/A Yes No If YES, complete *Announcement Submission Form*. If NO, what method will be used? _____

Select each location and/or equipment needed for this event:

Church Space Request	School Space Request	Additional Request	Equipment Request	QTY
Main Level	Auditorium	Church Carport Entrance	Folding Chairs	
Choir Loft	Back Patio/Grass Area	Church Labyrinth Area	Tables – 6-foot rectangular	
Choir Room (limited use)	Gymnasium	Field & Flag Poles	Tables – 4-foot round	
Church Alcove (devotional use)	Kitchen	Fire Pit	Tables – 8-foot serving	
Church Sanctuary	Music Room	Outdoor Stations of the Cross	TV in Gathering Area	
Conference Room	Religion (PreK–3 rd grades)	Parking – Cemetery Area	TV/DVD in Conference Room	
Connecting Hallway	Religion (4 th –8 th grades)	Parking – Center Area	TV/DVD w/Stand	
Cry Area	Storage Room	Parking – Lower Level	Easels	
Day Chapel (devotional use)	Student Garden	Parking – School	Podium/Lectern	
Gathering Area	Teacher's Lounge	Parking – Soccer Field	Portable Screen	
Kitchen	Classrooms	Parking – Rectory	Projector	
Nursery	Pre-K3 Pre-K4 (circle one)	Playground	Portable Whiteboard	
Sound Room	Kindergarten	Soccer Field	Piano/Organ	
Lower Level	1 st , 2 nd , 3 rd (circle one)	St. Anne's Hall	Sound Equipment (specify)	
Classroom	4 th , 5 th , 6 th (circle one)	Walking Path	Wheelchairs	
Food Pantry Distribution	Science	Other (specify below)	HVAC Program Change	
Library	STEM Room		Security Alarm Change	
Open Floor Space	Other (specify below)		Lower-Level Audiovisual Equip.	
Stage			Key Request	
Middle School Youth Group Area			School	
High School Youth Group Area			Church	
Kitchen			Other (specify below)	
Other:				

(See reverse side for terms of use, acknowledgements, and signature.)

Terms of Use

- The church reserves the right to reject any request of space.
- All requests must be approved by the Pastor.
- The **Request for Use Church Space and Equipment** form must be submitted at least:
 - * 30-days in advance for events requiring liability insurance or fundraisers with expected sales under \$3,000
 - * 60-days in advance for fundraisers with expected sales above \$3,000 or in which alcohol will be served or sold
- For additional information abouts events requiring liability insurance or for fundraisers, refer to *Diocese of Knoxville Guidelines for Special Events Coverage* and *Diocese of Knoxville Policy on Alcohol at Diocesan and Parish Facilities*.
- Fundraising events or events in which cash will be exchanged for goods or services must complete the **Fundraising Event Form** and attach it to this request form.
- Events requiring liability insurance must complete the **Diocese of Knoxville Application for Special Events Coverage**.
- Events in which alcohol will be served or sold must complete the **Liquor Liability** form for alcohol usage/ sales and will require approval by the Pastor.
- For events requiring payments, read and sign the **Schedule of Fees for Non-Parish Events** form.
- If an event is cancelled or postponed, the Ministry Leader/Event Coordinator must notify the Church Secretary at least 24 hours in advance, except for acts of God.
- The Ministry or person requesting the space must set up the tables and chairs and put them away at the end of the event. The space used must be returned to its original condition immediately following the event. Failure to return space to its original condition will be accessed a cleaning fee of \$100.
- Repair cost for any damage to space or equipment used will be the responsibility of the undersigned.
- ROOM CAPACITIES: The following are rough estimates and can change depending on additional items to be used in the space requested (serving and drink tables, stage, equipment, etc.) Maximum number of people if using just tables and chairs: school gym - 150; church lower level - 300 (more if other items can be moved); gathering area - 75.
- **DATES AND TIMES FOR EVENTS ARE NOT GUARANTEED UNTIL FORM IS ACCEPTED BY THE PASTOR AND SCHEDULED BY THE CHURCH SECRETARY. EVENT COORDINATOR WILL RECEIVE A REPLY FROM THE OFFICE WITHIN 5 BUSINESS DAYS.**

Acknowledgements

By signing below, Event Organizer/Ministry acknowledges that has read, understood, and agreed to abide by all the *Terms of Use* stated above.

Print Name: _____

Date: _____

Signature: _____

FOR CHURCH OFFICE USE ONLY	
Form received by: _____	Date: _____
<i>(If this form is received by another person, ensure it is given to the Church Secretary.)</i>	
Pastor's approval: _____	Date: _____
<u>For Church Secretary Use Only:</u>	
Date the event was scheduled on church calendar: _____	Date Scheduled: _____
<i>If event is scheduled on a different date than requested</i>	
<input type="checkbox"/> Notice to Event Coordinator	New Date: _____
<input type="checkbox"/> Notice to Ministry Leader (if not Event coordinator)	Date Given: _____
<input type="checkbox"/> Copy to Bookkeeper (if fundraising event)	Date Given: _____
<input type="checkbox"/> 2 copies to Maintenance	Date Given: _____
<input type="checkbox"/> Copy to Safe Environment Coordinator (if applicable)	Date Given: _____
<input type="checkbox"/> Copy to Communications Coordinator (if applicable)	Date Given: _____