

Saint Maximilian Kolbe Facility Use Request Form

Name of Group/Person Requesting Use: _____ Date: _____

Name of person in charge: _____

Address: _____ Phone #: _____

Email: _____ Fax #: _____

Date(s) Requesting: _____ Start Time: _____ End Time: _____

Date(s) Requesting: _____ Start Time: _____ End Time: _____

Set-up Date: _____ Set-up Time: _____

Estimated number of people involved: _____

Please explain activity to be held: _____

Facilities Needed (Please check all locations you plan to use):

- PARISH CENTER
- KITCHEN
- STAGE
- CHAPEL
- CHURCH
- PARKING LOT

Equipment Needed:

- TABLES
- CHAIRS
- REFRIGERATOR
- FREEZER
- ICE MAKER
- COFFEE POTS
- COFFEE URNS
- WATER DISPENSER
- PIANO
- MICS
- SOUND SYSTEM
- OTHER _____

Use Guidelines. Signature of this form indicates acceptance of all applicable fees and guidelines.

The person/organization requesting the use of Saint Maximilian Kolbe Church facilities hereby absolves the church, its pastors, leadership, the Diocese of Trenton, members or people of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damage to the church office promptly.

The group or individual using the facility is responsible for set up, clean up, and return to normal set up of facility. See "Responsibilities of Building Use"

Fee for use of Facility: _____

Name of Insurance Company: _____

Policy Number: _____

Amount of Liability Insurance Coverage: _____

Insurance Company Phone Number: _____

Print Name of Responsible Party

Signature of Responsible Party

Date

Saint Maximilian Kolbe

Responsibilities of Building Use

Please note that it is the responsibility of the group or individual using the facility to setup, clean up and return the facility to normal setup after the approved event or activity.

1. Collect all garbage into bags and leave inside by the back door of the Parish Center.
2. Be sure to remove all garbage from tables.
3. Return all tables, chairs, and other equipment to their proper places after your event. Return all rooms used to their normal set up, unless otherwise discussed.
4. If using the kitchen, please wash and dry all dishes used and return them to the correct places. Take all extra food and beverage with you unless specific plans for usage have been made. Please be sure all food and drinks are cleaned away.
5. Remove all items put up on the walls or set out in connection with your event.
6. Report any damage to property or equipment to the office.

Thank you for your co-operation.

Rev. Stephen Piga
Pastor

Nisha Maharaj-McFarlane
Business Administrator

Notes: _____

For office use only:

Approved by: _____

Date: _____

CC:

Pastor

Custodian

Office