

Saint Mary Roman Catholic Church  
40 Spring Mount Road  
Schwenksville, PA 19473  
610-287-8156 ☩ [www.churchofsaintmary.org](http://www.churchofsaintmary.org)

## Parish Facilities Use Form

### Applicant Information

Name of Group: \_\_\_\_\_

Name of Responsible Party: \_\_\_\_\_

Phone number of Responsible Party: \_\_\_\_\_

Email of Responsible Party: \_\_\_\_\_

### Event Information

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Set up time: \_\_\_\_\_

Tear down Time: \_\_\_\_\_

Type of group (check one)  Adult  Child  Both

Number of people expected to attend event: \_\_\_\_\_

Requesting the use of: (Please check all that apply)

- Annex Room 1  Annex Room 2  Church  
 Education Center Café  Education Center Library  Education Center Classroom (Rm#) \_\_\_\_  
 Gym/Hall  Gym/Hall Kitchen

Will you need special licensing? Alcoholic beverages  Yes  No

Small games of chance  Yes  No

Other: \_\_\_\_\_

Will you need insurance? \_\_\_\_\_ (If unsure, contact Parish House)

Number of tables needed: \_\_\_\_\_ Number of chairs needed: \_\_\_\_\_

Will food be served?  Yes  No Will kitchen be used for food preparation?  Yes  No

If yes, please explain what equipment will be used and how: \_\_\_\_\_

I, \_\_\_\_\_, accept the responsibilities of my group to guarantee that the premises will be left in a condition which is the same or better than we arrived. I will ensure that all buildings remain locked and secure while we are on the premises and permit access to only those for which I accept responsibility. I will limit the use of the buildings to the areas listed above and will ensure that any children are properly supervised at all times.

Signature

Date

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## Responsibilities of Groups using Saint Mary Facilities

All events/meetings/activities must be cleared by the Parish House prior to submitting a request form.

The facilities use form, copies of any insurance certificates and/or special licenses required must be submitted to the parish house no later than 10 days prior to your event. If your event is for children, copies of clearances for the adult supervisor(s) must be provided to the parish house.

Please make sure the following responsibilities are followed:

- Decorations should not be attached to the walls or ceilings.
- All decorations and supplies should be removed from the facility immediately following your event. If more time is needed please coordinate extra time with the Parish House prior to your event.
- If children are attending your event, they must be supervised by a parent or approved, safe environment cleared adult leader at all times throughout the campus.
- Empty all trash containers in dumpsters.
- Clean up any spills.
- Sweep floor.
- Wipe down all tables.
- Turn off all lights.
- Make sure all doors are locked when you leave and place keys in the key boxes, or if event is in café, to the mailbox by the Parish House front door.
- If event is in Parish Hall, please return all tables and chairs to their storage racks and racks must be placed under the stage.
- If event is in the Café or Annex Rooms, please return tables and chairs to the position where you found them.
- For Annex Room events, please turn off air conditioner in summer and return heat setting to 62 degrees in the winter.

It is YOUR responsibility to leave the Facilities in a condition *which is the same or better* than you arrived.

Contact the parish house 1 week prior to the event to arrange for key pickup and drop off for the event.

If during your event something should happen to break, please contact Mary Beth @ 610-996-8002 as soon as possible.

I, \_\_\_\_\_, have read and understood the above responsibilities of facility usage. I also understand that failure to adhere to these responsibilities will result in loss of facility usage privileges.

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Signature

Date