

St. Peter Catholic Church – Facility & Communications Request Form

For office use only: OFFICE PASTOR PARISH MGR. BLDG/MAINT. COMM. EDUCATION BUSINESS MUSIC

DEADLINES FOR REQUESTS	
COMMUNICATIONS	FACILITY
Bulletin = 10 days (before weekend)	Meetings = 10 days
Bulletin Insert = 10 business days	Special Events = 30 days
Website = 5 days	Retreats = 30 days
Online Registration = 30 days	Kiosk = 30 days
Other Parishes = 20 days	
Cantor Announcement = 10 days	

INSTRUCTIONS:

For **Facility Requests**, please return this form to:
office@stpeterscatholic.org
 Questions? Contact the Parish Office at 704-332-2901 ext. 12.

For **Communication Requests (ONLY)**, please return this form to:
communications@stpeterscatholic.org
 Questions? Contact the Comm. Office at 704-332-2901 ext. 18.

GENERAL INFORMATION

Parishioner Name		Event Title	
Ministry/Group		Date of Event	
Today's Date		Time of Event	
Phone #		Facility Usage Time	
Email		Qty. of People	
Recurring Event?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If YES, list pattern. (ex. 1 st & 3 rd Mondays)	

FACILITY REQUEST *Please Read & Sign Page 2 for Instructions & Policy*
 (See page 3 for a layout of the buildings, rooms and their specifications.)

Building	Room(s) Needed	Building	Room(s) Needed
Church	Church <input type="checkbox"/>	Benedict Lower level	Atrium II <input type="checkbox"/>
	Biss Hall <input type="checkbox"/>		Atrium III <input type="checkbox"/>
	Kitchen <input type="checkbox"/>		Devereux <input type="checkbox"/>
Ignatius Center	Front Parlor <input type="checkbox"/>		Benedict Upstairs
	Bridal <input type="checkbox"/>	2 nd Fl. S <input type="checkbox"/>	
	Ignatius <input type="checkbox"/>	Conf.Rm <input type="checkbox"/>	
	Alagia Library <input type="checkbox"/>	2 nd Fl. N <input type="checkbox"/>	
	Haughey <input type="checkbox"/>	Grounds	Garden <input type="checkbox"/>

FURNITURE & EQUIPMENT			
	QTY.		
Chairs		Screen	<input type="checkbox"/>
Tables (Round)		Projector	<input type="checkbox"/>
Tables (Rectangular)		DVD Player	<input type="checkbox"/>
Podium	<input type="checkbox"/>	Speakers	<input type="checkbox"/>
Easel	<input type="checkbox"/>	Microphone	<input type="checkbox"/>
Whiteboard	<input type="checkbox"/>	Flipchart	<input type="checkbox"/>
Instructions for the equipment?		Yes <input type="checkbox"/> No <input type="checkbox"/>	

COMMUNICATIONS REQUEST

TYPE OF COMMUNICATIONS <i>(check all that apply)</i>				ATTACHMENT <i>(check all that apply)</i>	
<input type="checkbox"/> BULLETIN	<input type="checkbox"/> WEBSITE	<input type="checkbox"/> eNews	<input type="checkbox"/> Online Registration	<input type="checkbox"/> .DOC	<input type="checkbox"/> Graphic/Photo
<input type="checkbox"/> BULLETIN INSERT	<input type="checkbox"/> CANTOR	<input type="checkbox"/> Kiosk	<input type="checkbox"/> Other Parishes/Media	<input type="checkbox"/> .PDF	<input type="checkbox"/> Kiosk design
Contact Name for Publication:					
Phone # for Publication:		Email for Publication:			

***Special Instructions for Facilities and/or Communication* - type in box**

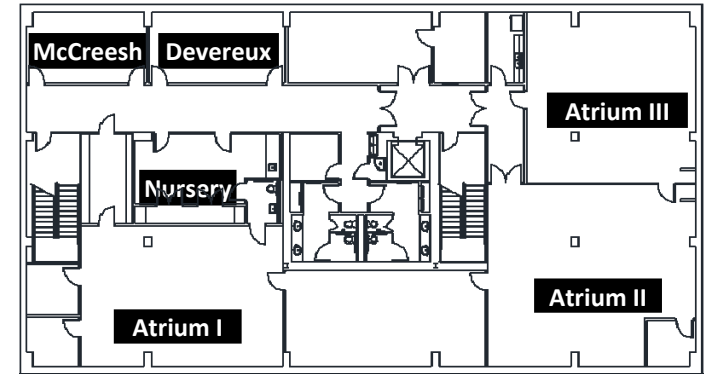
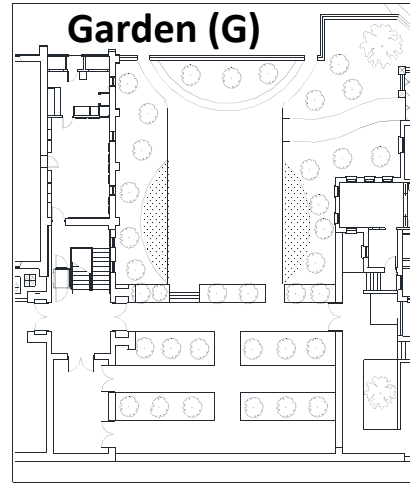
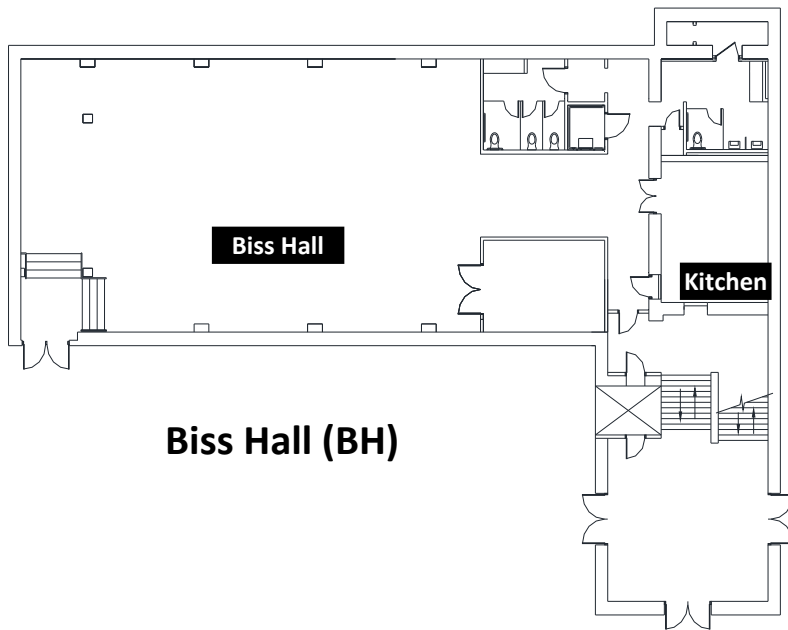
Facilities Instructions & Policy

- Below is the deadline for Facility Requests:
 - Meetings = 10 days
 - Special Events = 30 days
 - Retreats = 30 days
- A "Facility & Communications Request" form must be completed for any/all requests for room and facility use. No general email or voice mail messages will be accepted. The form can be accessed from the parish website: www.stpeterscatholic.org.
- Recurring meetings for the calendar year must be submitted by the last Monday in August.
- Cancellations must be submitted to the Parish Office at least 48 hours before the scheduled event/activity. Failure to contact the Parish office will result in a cancellation of future room reservations and privileges to use the facilities.
- Once confirmed by the office, requests will receive an email confirmation and a copy of this policy.
- Keys are to be signed out in the Parish Office. Please contact the office at 704-332-2901 to schedule a time to pick up the keys and sign them out. All keys are to be returned immediately after the event/use by placing them in the mailbox slot in the back door of the Parish Office.
- Please provide the most accessible phone number & email address to notify you in case of emergency.
- Be respectful of others in meetings or working nearby. Keep conversations quiet in hallways.
- If the alarm system is activated in any building, please contact **Sonitrol Security** at 704-423-1111.
- Please be respectful of our parish environment. The following cleanup is requested:
 - Reserved equipment should be left in the room upon completion of use, unless otherwise noted by the Facilities Manager.
 - Paper and plastic products (plates, cups, plastic ware, etc.) are available in the Biss Hall storage room for use by St. Peter's ministries.
 - All trash (food, drinks, paper products, **coffee grinds**, etc.) must be disposed of properly.
 - All dishes, pans, silverware, coffee equipment must be cleaned and stored in the proper location.
 - Turn off all equipment (**coffee maker**, stove, etc.).
 - Turn off all lights, including rest rooms.
 - Check all exterior doors to make sure they are locked.
 - Remove all markings from white/dry erase boards.
- Return the A/V equipment in the same condition/settings you received them. Instructions for equipment usage are available upon request. Contact Communications at 704-332-2901 ext. 18.
- Children must never be left unattended. All children must be supervised by a parent or authorized adult.

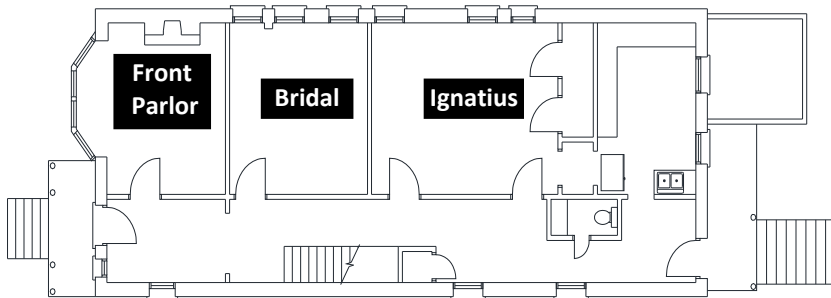
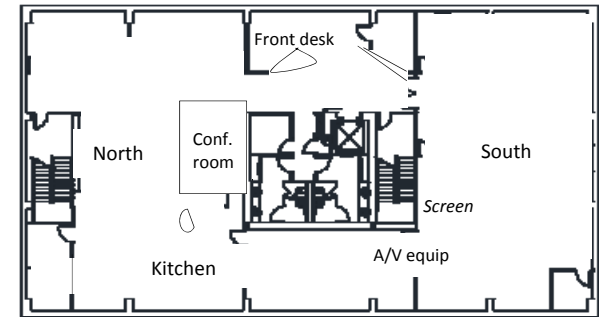
I have read this page and agree to the policies for facilities use and communication deadlines.
Signed: _____

Communication Policy

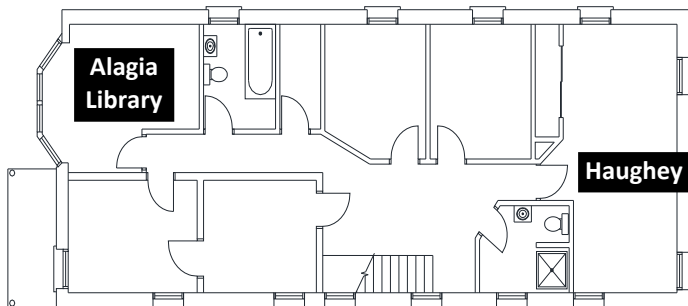
- Below is the deadline for Communication Requests:
 - Bulletin = 10 days (before weekend)
 - Bulletin Insert = 10 business days
 - Website = 5 days
 - Online Registration = 30 days
 - Other Parishes or newspapers = 20 days
 - Cantor Announcement = 10 days
- Bulletin announcements for St. Peter parish events/groups/activities will appear up to three (3) times before the date of the event.
- Bulletin announcements for non-parish events/groups/activities will appear up to two (2) times before the date of the event.
- Website content is best submitted in the following formats:
 - Text: Microsoft Word document (.doc or .docx) or Adobe (.pdf)
 - Graphics: Portable Network Graphics (.png), JPEG (.jpg), or Bitmap (.bmp)



Benedict Hall (BNH) Basement & 2nd floor



Ignatius Center – 1st Floor (IC)



Ignatius Center – 2nd Floor (IC)

Building - Room	Max. Seating	Standard Room Layout: Furniture and/or Equipment Available
BH - Biss Hall	225	(174) chairs (16) 5' round tables (8 chairs max./table) (6) 6'x30" rectangular tables (6 chairs max./table)
BH - Kitchen	N/A	Oven, Microwave, Refrigerator/Freezer, Coffee Maker, Dishwasher, Heating Ovens, Cooking Utensils, Pots & Pans
G - Garden	100	Tent (30'x30')
BNH – Atrium III	50	(8) chairs, (2) 5' round tables (Note: More furniture available in storage area.)**
2 nd Fl. BNH South	100	(9) Lg. rectangular tables, (90) chairs, set up table (beverages, food)
2 nd Fl. BNH Conf. Rm	24	(24) chairs, (2) 6'x3' rectangular tables (1) set up table Conference Rm
2 nd Fl. BNH North	50	(45) chairs
BNH – Devereux	18	(18) chairs, (2) 8'x3' rectangular tables
BNH - McCreesh	16	(14) chairs, (2) 6'x3' rectangular tables
IC – Front Parlor	10	(7) chairs
IC - Bridal	10	(3) chairs, (1) 3-person couch
IC - Ignatius	20	(15) chairs, (1) 6'x3' rectangular tables
IC – Alagia Library	8	(6) chairs, (1) 42" round table
IC – Haughey	20	(20) chairs, (1) 5'x30" & (1) 6'x30" rectangular tables
**(61) chairs (fabric), (24) chairs (plastic), (3) 5' round tables & (4) 6'x3' rectangular tables		