

# St. Paul Room Reservation Request

Activity/Event Name: \_\_\_\_\_

Activity/Event Date: \_\_\_\_\_

(please print)

Room(s) requested (please indicate first choice/second choice):

- | <u>Church</u>   | <u>Parish Office</u>                         | <u>School Building</u>                    | <u>Parish Activities Center</u>    |
|---|--|---|------------------------------------|
| <input type="checkbox"/> Sanctuary  | <input type="checkbox"/> Rm. 1 – Lower Level | <input type="checkbox"/> Miller Hall      | <input type="checkbox"/> Main Area |
| <input type="checkbox"/> Angel Room   | <input type="checkbox"/> Rm. 2 – Lower Level | <input type="checkbox"/> Gym              | <input type="checkbox"/> Breezeway |
| <input type="checkbox"/> Parlor 1 <input type="checkbox"/> Parlor 2                   | <input type="checkbox"/> Rm. 3 – Lower Level | <input type="checkbox"/> Learning Commons |                                    |
| <input type="checkbox"/> LL Rm. 1 <input type="checkbox"/> LL Rm. 2                   |  |   |                                    |
| <input type="checkbox"/> LL Rm. 3 <input type="checkbox"/> LL Rm. 4                   |  |   |                                    |
| <input type="checkbox"/> St. Peter's Rm. <input type="checkbox"/> Upper Level Kitchen |  |   |                                    |
| <input type="checkbox"/> Lower Level Kitchen  |  |   |                                    |

Approx. number of people attending the event: \_\_\_\_\_ Please indicate any special room requirements or set up needs (i.e. the number of tables and chairs needed, podium placement, etc.) and include a simple diagram.

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Activity Start Time: \_\_\_\_\_ am/pm

Activity End Time: \_\_\_\_\_ am/pm

If recurring event: recurs (circle one) daily / weekly / biweekly / monthly / bimonthly

for \_\_\_\_\_ # of occurrences **OR** Ending date \_\_\_\_\_

For weekly/biweekly list day of week: \_\_\_\_\_

For monthly/bimonthly list day or type: \_\_\_\_\_

Exceptions: Will not be meeting on the following dates (e.g., holidays, school breaks, etc. – list below):

\_\_\_\_\_

Time needed for Setup: \_\_\_\_\_ minutes

Time needed for Cleanup: \_\_\_\_\_ minutes

Contact Person: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

If you have any questions or need additional information, please contact Pat Kitzler in the Parish Office at: patk@stpacc.org or 614-882-2109. If you would like to have your event noted in the church bulletin, please contact Dee Shomo in the Parish Office at stpaulchurch@stpacc.org or 614-882-2109.

## Rules and Procedures for Room Usage at St. Paul Parish:

**It is the responsibility of each group to restore the room to its original condition upon conclusion of the meeting.** Garbage should be bagged and placed in the outside dumpsters. Recyclable items should be placed in the appropriate receptacle. Carpets should be vacuumed if needed. Food is not to be taken into any meeting room without prior approval from Deacon Dean Racine, Director of Parish Administration.

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### Guidelines for Lower Level Kitchen Use

To ensure all groups and individuals who use the kitchen in the lower level of the church do so in a respectful and efficient manner, we offer some guidelines for its usage:

- Because of the nature of the schedule for funeral luncheons, it is necessary for our Martha Ministry, St. Paul's Funeral Luncheon Committee, to have sole access to the refrigerator that is marked accordingly. If any group or persons finds it necessary to use this refrigerator for an event, all items must be placed in the refrigerator immediately before the event and be removed immediately after their event.
- All items used for your event including food, beverages and serving items, etc. should be removed from the refrigerators and counters.
- When items are used from the "Shared Parish Cabinets" and none remain, please be sure to notify the Annette in the Parish Office (614-882-2109) so that supplies can be replenished.
- Please remove any used coffee grounds from the Bunn coffee maker baskets.
- If spills occur in the ovens, please clean them.
- Please place used coffee mugs and silverware, etc., in the dishwasher and run the dishes.
- Please return all carts to the kitchen.

Thank you for leaving the kitchen in a clean and orderly fashion when your event has concluded!

I understand these requirements and agree to them:

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(Signature)

(Date)