



1301 Sycamore Avenue, Tustin, California 92780
Tel: 714-544-3250 **Fax:** 714-838-1996 **Website:** www.stcecilia.org

FACILITY REQUEST FORM

(Complete and sign both pages)

Ministry Group Name:

Ministry Group Leader Full Name:

Ministry Group Leader Signature:

Leader's Designated Person Full Name:

Phone:

E-mail:

Address:

Today's Date:

Event Name:

Event Number of People:

Event Date:

Event Time:

*Include time to set up & time to clean up in this Event Time.
Be out of a facility **no later than 9:29 PM.** \$100 dollars penalty fee applied.*

Facility Requested:

<input type="checkbox"/>	Hall	<input type="checkbox"/>	Church	<input type="checkbox"/>	Chapel	<input type="checkbox"/>	Sacristy	<input type="checkbox"/>	Flower Room
<input type="checkbox"/>	Kitchen	<input type="checkbox"/>	Science Room	<input type="checkbox"/>	Extended Care Room	<input type="checkbox"/>	School Classroom		

OFFICE USE ONLY

Did the Ministry Group Leader sign both pages (front and back)? Yes No

Facility is assigned to use:

Confirmation Delivered to the Requestor was Made By: _____ *Date:* _____



1301 Sycamore Avenue, Tustin, California 92780
Tel: 714-544-3250 Fax: 714-838-1996 Website: www.stcecilia.org

FACILITY RULES

(Complete and sign both pages)

1. CONTACT **Rose Schiller, Ext. 26, three days in advance** if cancellation or any changes.
2. SIGN IN & RETURN key(s) in the black box.
3. KEEP the facility clean and organized at all time.
4. TURN OFF the lights & CLOSE ALL windows/doors firmly before leaving.
5. PUT BACK all furniture (tables, chairs, etc.) to their original positions.
6. UTILIZE the facility according to your scheduled time, which includes setup time and cleanup time.
7. RESPECT other groups or programs that use the same facility after you.
8. SUPERVISE children at all time by your Ministry Group's responsible FP & SE adult(s).
9. BE OUT OF A FACILITY **no later than 9:29 PM.**

-
10. **NO** unaccompanied children inside or outside the facility.
 11. **NO** foods, alcohol or any beverages in the facility.
 12. **NO** nails, screws, tape, or permanent hardware on any facility walls.
 13. **NO** smoking or illegal drugs within the Church & School premises.
 14. **NO** writing on Smart/White Boards, walls, furniture, or any fixtures. If you use the regular board, you must use only dry erase markers on the regular board and wipe it clean after use.
 15. **NO** accessing teacher or classroom desks.
 16. **NO** touching any books in the classroom.
 17. **NO** removing furniture or any other equipments from the facility.
 18. **NO** leaning tables against the walls. You must place them on the table dolly after use.
 19. **NO** opening fires or flames (including candles) inside the facility.
-

Initial 4 statements below:

_____ **I** have read, understood, and agreed with all the rules listed above.

_____ **I** will instruct my Ministry Group members to comply with these rules.

_____ **If** any of the above rules are violated, **my Ministry Group** will **pay** to the Church office **\$100 penalty fee** within 30 days from the date of violation, either out of my own pocket or be deducted from my Ministry Group account here at the Church.

_____ **If** my Ministry Group does not pay the \$100 penalty fee timely, **my Ministry Group** will not be allowed to use any facilities for 2 months from the date of violation.

Ministry Group Name: _____
(Please Print)

Ministry Group Leader Full Name: _____
(Please Print)

Ministry Group Leader Signature: _____ Today's Date: _____