

St. Martha
Application to Schedule an Event

Name _____

Phone _____ Day Phone _____ e-mail _____

Address _____

City _____ Zip _____

Group/Organization Name _____

Date preferred _____ Time: _____ to _____

Set Up time _____

For recurring event: day and week of the month preferred (example: Mondays, first Monday each month or first & third Monday, or second & fourth, etc.)

Day _____

Week or Weeks of the month _____ (First, second, third, fourth, and/or fifth week of the month)

Start date _____ End date _____

Number of adults attending _____ Number of children attending _____

Will you need to reserve a room for babysitting? Yes _____ or No _____

All other rooms and areas are not permitted for use. No other persons are permitted other than the scheduled group/event. Area assigned is specifically reserved for your group and/or parents & siblings of participants. You are responsible for your own set-up and take down.

Behavior for children while on premises:

Respect of the building and its contents is a priority. All children must be supervised and instructed in appropriate behavior. You are responsible for all children associated with your event. This includes:

No running in the building. No standing or sitting on the tables.

All audio/visual equipment and piano are off limits

Children are never to be left unattended

All trash must be placed in dumpster outside. Tables, chairs and all other items must be placed as posted.

Date of application submittal _____

Signature of applicant _____

Room scheduled _____

This schedule is subject to change based on parish needs.

Initial _____

Violation of these guidelines will result in loss of use of St. Martha facilities.

Initial _____