

ST. EDWARD'S CHURCH
Room Reservation / Terms of Agreement
NON-STAFF FORM

- General Room Reservation Policies:
- Requests **MUST** be submitted no later than **TWO WEEKS** before the event.
 - Space will be assigned based on availability and number of attendees.
 - If approved, a confirmation notice will be sent to you via email or mail.
 - By reserving the space below you are agreeing to be responsible for set up and clean up.

Date submitted: 7/19/2021 Type of Request: NEW CANCEL CHANGE

Event Name: Racing City Chorus rehearsals

Room(s) Requested: Social hall

Set up: **NO NEEDS; ROOM(S) AS IS**

Number of Attendees: 20-40 – usually in the 25 range

Contact Person #1: Rusty Senecal

Phone: 518-598-3483 Email: rcc_rusty@nycap.rr.com

Contact Person #2: John Senecal

Phone: 518-810-3322 Email: senjps@nycap.rr.com

Will food/ beverage be served? YES NO (guys bring bottled water)
but any empties will be removed by us)

If yes, kitchen/ room clean-up and leftover food/ beverage disposal will be completed by (name): _____
 NO FOOD OR BEVERAGES ARE ALLOWED IN THE CLASSROOMS. Garbage needs to be bagged, tied, and taken to the outside dumpster.

Please enter start/ end times of your event (including set up before and clean up after):

Date (day/m/d/y)	Time start time	end time	Date day/m/d/y)	Time start time	end time
Tuesdays	<u>6:30am</u>	<u>pm</u>	<u>10:15am</u>	<u>pm</u>	
	:_am/pm	:_am/pm		:_am/pm	:_am/pm
	:_am/pm	:_am/pm		:_am/pm	:_am/pm
	:_am/pm	:_am/pm		:_am/pm	:_am/pm
	:_am/pm	:_am/pm		:_am/pm	:_am/pm

Please state ACTUAL START/ END TIME OF EVENT: 7:30-10pm
IF THE EVENT IS CANCELLED, YOU MUST NOTIFY THE PARISH OFFICE IMMEDIATELY.

OFFICE USE ONLY - Approved date: _____
CC: Bonnie Westlake / Shawn Muldoon / REQUESTOR _____

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OVER for Policies at St. Edward's – PLEASE AGREE AND SIGN

Policies at St. Edward's for those scheduling events at our facility:

Filling out Room Reservation Work Orders for Facility Usage at St. Edward's-

- Please fill out the Work Order Room Reservation form (**please use St. Edward's Building Google calendar**).
- For multiple dates, please use the supplemental work order form.
- We do not assist with set up needs. (The Social Hall is set up with twelve tables with six chairs each; Maintenance can leave racks of chairs out if you want to set up/ break down.)
- AV equipment reservations are for STAFF ONLY.
- Please submit a Certificate of Liability with the work order if you are not affiliated with St. Edward's.

We are a very busy place! You will be contacted if there is a huge conflict with space. Otherwise, you will **receive your copy of the work order after your event has been put on the St. Edward's Building calendar**. Please check this ONLINE to be sure! Please save your work orders and keep them organized for future use.

It is very important that you fill out a work order for **ALL NEW, CHANGED AND CANCELLED DATES** on the Building calendar. If you have any questions, please call Bonnie Westlake, Parish Secretary, at 518-371-7372 ext. 221.

Cleaning After Your Event:

When you schedule your event at St. Edward's, you are responsible for setting up, breaking down, and cleaning up (i.e., you leave the facility in better condition than you found it!). There are cleaning supplies in the kitchen for clean up:

- Empty the garbage and bring it to the dumpster.
- Wipe down the tables AND chairs.
- Sweep the floors.
- If you used the kitchen for any reason, please clean it in the same manner and take leftover food and drinks home.

Rooms left in poor condition will result in cancellation of future reservations at St. Edward's.

If you have any questions, feel free to call Shawn Muldoon, Director of Maintenance, at 518-371-7372 ext. 235 of Cell 518-331-7009. **(PLEASE CALL # FOR Emergencies.)**

PLEASE NOTE: We do not charge for room rental at St. Edward's. Therefore, it is a **privilege** to use our facility. Violations of our policies will result in having that privilege taken away (i.e., not being invited back and having future reservations cancelled):

- ➔ • **The designated point (contact) persons on the work order are responsible for supervision of their group; he/she should be there before group arrives and leave only after all individuals are gone**
- **Please have your group enter / exit through the main doors only**
- **Use the facility only during the time allotted on work order**
- **Children need to be supervised and remain in the room designated**
- **Please only use rooms designated on work order**
- **No food is allowed in the Faith Formation wing**
- **If you move items or furniture, please put them back. The exception is in the Church or Chapel: nothing should be moved/touched in the altar or music area.**
- **The area should be cleaned after use**

If you are the last group in the building to leave, you are responsible for turning off all lights, checking the bathrooms for running toilets, and locking the building.

SIGNATURE: Ruthy Seidl **I HAVE READ THE ABOVE AND AGREE TO THE TERMS:** **DATE:** 7-19-2021