

ST. ANTHONY OF PADUA CATHOLIC CHURCH

July 01, 2017 – June 30, 2018

3305 Glen Carlyn Road Falls Church, Virginia 22041 (703) 820-7111

FACILITY RESERVATION FORM

Complete the whole form. Please Print.

Parish Group Non-Parish Group

Today's Date: _____ Name of Organization: _____

EVENT INFORMATION

Event Name: _____

*Date(s): _____

Expected Attendance: _____

Will Food or Beverage Be Served? Yes No

Event Times (include Setup & Cleanup):

Start: _____ am/pm Finish: _____ am/pm

*ON-GOING EVENT INFORMATION

List each date the room(s) will be used.

All requests for specific rooms are considered non-binding.

Facility requested:

- Room 2 - St. Francis X. Cabrini Room 8 – Former Youth Room Chapel
 Room 3 - St. Damien Room 9 - St. Anthony of Padua Room 10 – Mary Undoer of Knotts
 Church / Iglesia **Outdoor Activities:** Soccer field

Education Center (School)

- Room -Margaret A Hofbauer Hall (GYM) Room 115 - St. John Neumann Room 127 - St. Cecilia
 Room 118 - Blessed Kateri Tek Room 117 - St. Isaac Jogues Room 126 - Blessed Junipero Serra
 Room - St. Katherine Drexel Cafeteria

Information of person filling out form and assuming responsibility for use of requested parish facilities:

Name: _____ TITLE: _____

Address: _____

Telephone: _____ Email: _____

Signed: _____

Signature acknowledges agreement to follow all Parish room use rules on the reverse.

PARISH OFFICE USE ONLY

Received by: _____ Date: _____ Time: _____

Approved: Yes No Reason: _____

Room Use Fee: \$ _____ Fee Received: Yes No

Reservation entered in Calendar _____

***Please note that the Parish is not obligated to accommodate activity requests for events per the following policy: No activities will be scheduled nor will take place on the following federal and religious holidays: Palm Sunday, Holy Thursday, Good Friday, Holy Saturday, Easter Sunday, the month of June [June is reserved for St. Anthony's feast day], Thanksgiving Eve, Thanksgiving day, Christmas Eve, Christmas day, New Year's Eve, New Year's Day and other days as announced by the parish.**

Notes

Parish groups have priority over non-parish groups. Among parish groups, priority is given first to activities that have to do with evangelization, second to catechesis, third to Liturgy, and fourth to social activities. Donations from non-parish groups who use our facilities will be gratefully accepted.

At times a regularly scheduled room may be preempted by a parish activity e.g. during the seasons of Advent, Christmas, Lent, Easter, etc. Also periodic renovation or maintenance may make certain rooms temporarily unavailable. Your understanding is appreciated.

Finally, it goes without saying, please leave any room as neat and clean as you found it, or even better. Please let someone at the Rectory know of anything that is broken or out of order. Failure to observe this room-use guideline may result in suspension of future privileges.

Closing Time

Church and Parish Space:

Meetings must end by 9:45p.m. and participants out of the building by 10:00p.m.

School and Hofbauer Hall (Gym) Space:

Sunday through Thursday:

Meetings must end by 9:45p.m. and participants out of the building by 10:00p.m.

Friday and Saturday:

Meetings must end by 9:45p.m. and participants out of the building by 10:00p.m.

Sunday:

Meetings must end by 7:45p.m. and participants out of the building by 8:00p.m.

Permission must be received from Fr. Marcus Pollard for an exception to these times.

Food Policy at Parish Events

1. No food or drink without prior permission.
2. Inspect room before meeting begins; note any problems: prior stains, spills, damage, etc. Make a written note of the problems found; take digital photos as needed.
3. Be sure trash receptacle(s) has plastic liner.
4. During event, keep food and drink to parts of building / facility that has been reserved.
5. During the event, all tables with food on them must be covered by a table cloth, plastic or otherwise. Also you can use the parish heavy duty vinyl tablecloths.
6. At end of the event, no food or spills left on the tables, walls or floor. You must wash off tables and sweep the floor.
7. All trash must be picked up, waste basket emptied in area used by the group. Even if it isn't your trash or was left by another group, it must be picked up and deposited in the trash cans. All trash cans must have new clean trash bags after each event.

Since food that is not cleaned up or picked up attracts insects and rodents, there is a "no mercy" rule attached to this policy.

Therefore, if after the event, the space(s) used by the group is discovered to be dirty, have broken items or have unremoved trash, the group will be barred from using the facility for at least three months – perhaps longer, as the pastor deems appropriate.

Reglamentos de comida en Eventos Parroquiales

1. No alimentos o bebidas sin previa autorización.
2. Inspeccione el salón antes de comenzar la reunión; escriba cualquier problema que encuentre: manchas anteriores, derrames, daños, etc. Tome nota por escrito de los problemas encontrados; tome fotos digitales, según sea necesario.
3. Asegurarse que los recipientes de basura tengan bolsas.
4. Durante el evento, mantenga la comida y las bebidas en las áreas del edificio / instalación que han sido reservadas.
5. Durante el evento, todas las mesas con comida, deben tener un mantel de plástico o de otro modo. También pueden utilizar los manteles de vinil resistente de la parroquia.
6. Al final del evento, no debe haber comida ni derrames en las mesas, paredes o el piso. Deben lavar las mesas y barrer el piso.
7. Toda la basura debe ser recogida, vaciar los recipientes de basura que están en las áreas utilizadas por el grupo. Incluso si no es su basura o fue dejada por otro grupo, debe ser recogida y depositada en los contenedores de basura. Todos los recipientes de basura deben tener bolsas limpias y nuevas después de cada evento.

Dado que los alimentos que no se limpian o recogen atraen insectos y ratones, hay una regla "sin piedad" adjunta a esta póliza.

Por lo tanto, si después del evento, el espacio(s) utilizado por el grupo se descubre que está sucio, han roto artículos o dejaron basura sin recoger, el grupo será sancionado de utilizar las instalaciones por un periodo de al menos tres meses – posiblemente más, según el Párroco lo considere apropiado.