

St. Mary & St. Raymond of Peñafort Parishes

Room Request

Date(s) of event: _____

Starting-Ending Time: _____

Parish Group: _____

Type of Activity: _____

Approx. Number of people attending: _____

Meeting Space/Room(s): _____

Name: _____

Address: _____

Phone: _____

Maintenance workers are not expected to accommodate individual groups in addition to their regular duties. If your group requires any additional assistance please contact Bonnie Firkus, Director of Finance and Building and Grounds.

If any falls, incidents or injuries were to occur, you are to fill out and complete an **Incident Investigation Report for Injuries** immediately. Forms can be found in a slot placed on the side wall of the wooden mailbox in front of the Parish office.

Our group agrees to return meeting spaces and rooms to its default setup after use. This includes:

- ✓ taking out garbage and recycling to the back of the building
- ✓ moving tables and chairs back where they were
- ✓ properly sanitizing room
- ✓ if the last group, making sure that all doors are locked and lights are turned off

Signature

Date

Office Use Only:	
COVID Sanitation Training completed (date) _____ by (initials) _____	
_____	_____
Father's Signature of Approval	Date