



Date Received: _____

St. Catherine of Siena Parish

Meeting Room Request

***All organizations and ministries must provide:**

- 1) Updated 2021 Active Member Roster
- 2) Completed Parish Volunteer form
- 3) Virtus Safe Environment compliant –

***a copy of certificate must be on file in the Parish office.**

Please contact the office if you are unsure of your compliance status.

- ◆ PC Rooms can be reserved Monday through Wednesday evenings after 5:00 PM.
- ◆ NO meetings will be scheduled on-site (Thursday's) during Eucharist Adoration.
- ◆ Meetings can be scheduled at 7:30 PM on Thursday.
- ◆ Due to current limitations, rooms are reserved based on the number of people in attendance.

Name of Organization: _____

Requested by: _____ **Phone #:** _____

Email: _____

Individual Responsible for Clean-Up and Lock-up:

_____ **Cell #** (_____) _____

I understand no food or beverages are to be brought in for any meeting until Diocesan directives are lifted. _____
Initial

Facility: ☐ Church ☐ Parish Center ☐ Library (25 individual's) ☐ No preference ☐ Outside Lwr. Yard ☐ Upper Yard

Keys: ☐ PC (Parish Center) ☐ Conference Room #206 (8 - 15 individuals) **Parish Hall - Call the office**

☐ PC - Library

☐ Conference Room #210 (up to 8 individuals)

☐ Lwr/Yrd Gate

☐ RCIA Room: (up to 8 individuals)

☐ Upper/Yrd Gate

☐ Chapel Room: (up to 8 individuals) NO table

☐ Church

☐ Small Meeting Room: (4 individuals)

Every _____ **Skip Months:** _____

1st, 2nd, 3rd, 4th, Last

Day of the week

Type of Meeting: _____ **# People Expecting** _____

Meeting Date: _____ **Start Time: From:** _____ **to** _____

Meeting Date: _____ **Time: From:** _____ **to** _____

Meeting Date: _____ **Time: From:** _____ **to** _____

Meeting Date: _____ **Time: From:** _____ **to** _____

Meeting Date: _____ **Time: From:** _____ **to** _____

Meeting Date: _____ **Time: From:** _____ **to** _____

Meeting Date: _____ **Time: From:** _____ **to** _____

Meeting Date: _____ **Time: From:** _____ **to** _____

Effective August 2nd, all groups must sanitize all table and chair surfaces immediately following their meeting.

The parish will provide the necessary cleaning products to maintain proper sanitary and disinfecting of our facility.

Posted to Facility Scheduler: _____ **By:** _____