



Saint Bernadette Catholic Parish Fuquay-Varina, NC

1005 Wilbon Road • Fuquay Varina, NC 27526 • 919-552-8758 www.stbnc.net

Room Reservation Request Form

Today's Date

Contact Name (person responsible for access, clean up & lock up)

Phone number

Email

Meeting or Event Information:

Name of Meeting or Event

Meeting or Event Day

of people attending

Start Time

End Time

Please indicate how often the meetings will take place _____ (Daily, Weekly, Monthly? You may attach a detailed list).

Time to reserve room for setup and cleanup.

Start Time

End Time

Please select the following options for your meeting

Chapel, Cry Room, Church, Classroom (HOW many?) _____, Gathering Area, Hall, Kitchen,
Other area _____

Building Security: Please choose from the following:

- I have a current access code given to me by the maintenance coordinator. The facility will already be open.
- I don't have access. Please help. Other: _____

Building Security: Please choose from the following:

- The building will not need to be secured because other functions are occurring after I leave.
- I will lock the building and set the alarm code. I don't know what needs to be done. Please help.

I hereby acknowledge that I am personally responsible for the cleaning of the facility that I will use for my meeting. I know that I will incur a fee of \$80 and possibly lose the privilege of using St. Bernadette facilities should I be negligent in cleaning

up after my meeting. I will ensure that all rules on the reverse of this form are followed. Should it be necessary, I will personally ensure that all exterior doors are locked and the alarm is set.

Room Reservation Request Form Instructions

The Room Reservation Request Form IS booked for Internal purposes, such as parish-related meetings, training sessions and project meetings. Users Of the Room ate requested to adhere to the rules and regulations listed below.

1. You may access the Parish Calendar at www.stbnc.net/calendar to search for an available room.
2. Complete and sign the Room Reservation Request Form available at www.stbnc.net or in the Parish Office. and drop it off or email to office@stbnc.net,
3. In case of cancellation, please inform the Parish Office at least 48 hours in advance by calling 919-552-8758 or office@stbnc.net.
4. Meeting facilitators are permitted to change the layout of the furniture in the room for the duration of the meeting, but furniture may not be removed, and the room must be returned to the original configuration at the conclusion.
5. If food is to be served, users are responsible for keeping the room tidy, neat, and in good condition. The arrangements for and the cost of catered food will be the responsibility of the ministry or organization.
6. The room should be completely cleaned. Each group shall be responsible to that. After the meeting, the room is returned to the same condition as it was prior to the meeting. **Any materials or garbage that the users brought in must be removed.** Cleaning materials can be found in the janitorial closet by the main entrance to the hall. A cleaning fee of \$80 will be assessed and future usage privileges may be revoked should satisfactory cleaning not be completed.
7. The maximum capacity of each classroom is about 25 adults or 25 children.
8. Children must be always supervised, especially on trips to the bathroom. A supervising adult must ensure the bathroom is left neat and toilets flushed.
9. Please do not sit or stand on the counter areas or the tabletops.
10. Any materials or supplies that are in the classroom belong to the Faith Formation classes and must not be used.
11. Please do not attach materials to the classroom walls.
12. No smoking inside at any time.
13. Lock the building and set the alarm security alarm upon departure if yours is the last event in the building for the day.
14. Ensure the building is empty by 9:15 PM each day to facilitate timely activation of the security alarm.

Priority of use and scheduling:

- All Liturgical services (Masses, Baptisms, Weddings, Funerals, Quincea5eras), Faith Formation classes (preschool through grade 12, Confirmation, RCIA, RCIC, Catechist Formation, Bible Study) and Faith Formation-related functions shall be given priority in scheduling.
- The primary use of the Saint Pope John Paul II Family Learning Center is for the Faith Formation Programs of Saint Bernadette Parish (Catholic Church). This facility will also be used to provide opportunities in Christian fellowship and community outreach.

Responsible Party Signature

Date

Pastor

Date

Parish Office Use Only: Date Booked: _____ Booked By: _____ Room Assigned: _____
