

The Roman Catholic Parish of
SAN MARTÍN de PORRES
Sahuarita

FACILITY / EVENT REQUEST FORM
(One form per event)

Today's Date: _____

USER (Organization or Group): _____

Contact Person: _____ Telephone: _____

Event being held: _____

Is this a Fund Raising Event? _____ if so, please explain the purpose and/or goal:

(please submit budget for Fund Raising event)

Do you need to advertise this event in Parish Bulletin? _____ if so, enclose Bulletin Ad Form

Facility Requested: (Circle one only- separate forms required for each facility)

Hall:	Kitchen	Classroom 1 (Music Rm)	Classroom 2 (SMDP Rm)	Classroom 3 (Santo Niño Rm)
Church	Church Vestibule	K of C Rm	Other _____	

Date Requested _____ **Time:** _____ **to** _____

FOR RECURRING EVENTS:

Dates: from _____ to _____
or

Day(s) of the week _____ **Time:** _____ to _____

Signature of Contact Person: _____

(See reverse side)

***The key to the facility is to be checked out from the office the same day of the event and returned to the office slot at the closing of the event.

Facility and Event approved by: _____ **Date:** _____

15440 S. Santa Rita Road; P.O. Box 65; Sahuarita AZ 85629
520-625-1154 • www.sanmartinsahuarita.org

USE OF FACILITY AGREEMENT

1) Applications:

- a) Facility Request Form (EF001) is not a Rental Agreement and it is only to be used for qualified parish groups, civic or non-profit organization and Catholic groups, for events to be held at parish property free of charge.
- b) The FRF may be picked up at the parish office during regular office hours or the website www.sanmartinsahuarita.org.
- c) Completed FRF must be turned into the office 30 days prior to the event.
- d) The USER is responsible for the cleanliness and repair needed after the event. The facility will be inspected as soon after the event as possible.
- e) St. Helen of the Cross Church will charge the appropriate amount for any damages that occur to the facility during the event.
- f) The USER will be responsible for the cost of repairs to return the facility to its original condition.
- g) If not a parish related event, the USER is responsible for providing liability insurance. If the USER does not have proper liability insurance, a check or money order made out to the Diocese of Tucson must be submitted to purchase insurance coverage for the event. (See attached application).

Initials _____

3) Kitchen: The kitchen is not available for use by outside group without Rental Agreement.

Initials _____

4) Security:

- a) San Martín de Porres will not provide security personnel and reserves the right to call the authorities and void this agreement if any disturbance is reported during the event.
- b) If deemed necessary, the parish may require the USER to hiring one (1) uniformed security personnel (not guest) who will be present during the entire event. In such case, the USER is responsible for the cost of security.
- c) The maximum capacity of the Hall is 250 people. Violation of this policy may result in cancellation of the event and render this agreement void.

Initials _____

5) Alcoholic beverages and smoking policy:

- a) Alcohol beverages or liquor are not to be sold or distributed on the premises.
- b) Smoking is prohibited within 25 feet of the building.

c) Violation of these policies will deem this agreement null. All people will be asked to leave the premises, and, if necessary, the police will be contacted.

Initials _____

6) Facility set-up and cleaning:

- a) You **MAY NOT** bring personal tables and chairs to use at the event without written permission from the parish office.
- b) You may setup the facility one (1) hours prior to the event.
- c) No wall or ceiling decorations are to be used.
- d) The USER is responsible for the entire facility cleaning after the event.

Initials _____

7) Keys:

- a) If USER needs a key for the facility it must be picked up in the Parish office one (1) business day prior to the event and dropped off in the mail box located outside the Parish office immediately after the event.
- b) The key is not to be used by anyone other than the Contact Person named in the FRF and is not to be used for any other purpose or event.
- b) If the key is lost, a fee of up to \$500.00 may be assessed from the USER to help absorb the cost of replacing all the locks at the facility.

Initials _____

I, _____ agree to indemnify and hold harmless San Martín de Porres Church from and against any and all claims, damages, losses and expenses, including attorney's fees resulting from the use of the facilities.

I, _____ agree to pay any damages that occur to the facility that is a direct result of this event. I will be responsible for the cost of the repairs to return the facility to its original condition.

I, _____ will be responsible for the key that I have signed out for the use of the facility on _____. I will not use the key for any other purpose nor will I lend it out to any one for any other purpose.

Initials _____

If this is a Fund Raising Event:

Money Bag Number _____

(Do not seal bag!)

Received (initials) _____

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