



# Room Request ~ St. Helen Catholic Church

Return to:

Parish Office  
2085 Tallahassee Ave.  
Vero Beach, FL 32960  
772-567-5129

2020 / 2021

If your group is planning to use the facilities of St. Helen Parish during the fiscal year beginning July 1, 2020 through June 30, 2021, **please complete and return this form no later than June 29, 2020.**

Name of Organization/Ministry: \_\_\_\_\_

Room Requested: \_\_\_\_\_

Actual Meeting Time: Start \_\_\_\_\_ End \_\_\_\_\_

Time Room Needed for set up / break down: From \_\_\_\_\_ To \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

2<sup>nd</sup> Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Date for first meeting: \_\_\_\_\_ Date meetings to end: \_\_\_\_\_

Frequency of meetings (i.e. weekly each Wednesday, Monthly on the second Saturday) for other please provide specific dates:

\_\_\_\_\_  
\_\_\_\_\_

If meeting is reoccurring, please list the dates you will NOT be using the room (i.e. Christmas, Holy Week, Holidays):

\_\_\_\_\_  
\_\_\_\_\_

Room Audio / Visual Equipment needs: \_\_\_\_\_

Other Special Needs (i.e. first floor): \_\_\_\_\_

Please review and agree to the following guidelines

1. Pandemic related. At present we will comply with all social distancing and related procedures as required by the Diocese or outlined below:
  - a. Capacity of room is limited to a number of persons which will not exceed the social distancing requirement.
  - b. All attendees are to sanitize their hands on or prior to entering the room.
  - c. Meeting leader is responsible to keep a record of the meeting date, time and who attended.
  - d. Room is to be sanitized upon completion of the meeting.
  - e. Further detailed instructions and materials are provided in each meeting room.
2. When scheduling your event or meeting, make sure you have allowed ample time for set up and clean up. Work orders should be completed for any special set up of tables or chairs or other requests for the use of the room. Work orders are available online and should be submitted two weeks prior to the event.
3. Ministry leaders will be provided with keys to the meeting room and a key or fob for entrance to the building. It is their responsibility to provide for safekeeping of the key and its return at the appropriate time.
4. The Diocese of Palm Beach has mandated that at no time are children to be on the Church grounds, in any capacity, without Diocesan approved adult supervision. There are no exceptions to this policy.
5. All non-parish organizations using the facilities must submit a current Certificate of Liability along with this form.
6. Any organization selling alcohol at an event must have a temporary liquor permit. The Parish is limited to the number of such permits per calendar year. Any events including alcohol must be approved by the Parish Manager.
7. Our rooms are arranged for the majority of ministry needs. Make sure you return the room to the original layout. Leave the room clean, turn off the air conditioner, turn off lights, and lock the doors. Air conditioning units should never be set under 70 degrees.
- 8. The Parish Center**
  - a. Due to the high usage of the Parish Center it is not always able for Church staff to set up, tear down and then reset for the next event, especially during weekends. Please coordinate with the office your set up needs to confirm what is necessary. If possible, staff will set up and tear down. If not, you will be advised.
  - b. The party using the Parish Center should empty all trash receptacles to the dumpster and be sure that the floor is swept clean. Chairs and tables may stay in place unless you have been notified otherwise.
  - c. Though we are currently operating with a lesser number due to social distancing, should that change the room has a maximum capacity of 299 people. This includes guests as well as event staff. Events with over 250 people must have a certified Crowd Control person on premise for the duration of the event.
  - d. Main doors to the building can be put in the unlocked position by using the allen wrench hanging to the right in the chair room (room in the south side of the building storing all of the chairs).
  - e. AC units 4 on the walls in the main gym should be turned to the on position. NOTE: all units need to be in the same position, either all on or all off.
  - f. Lights are controlled on the wall on the north west side of the building.
  - g. Upon completion of the program please
    - i. Lock all doors and return allen wrench
    - ii. Turn off all lights
    - iii. Be sure all audio equipment and sound system are turned off. It is suggested that audio equipment and microphones not be left in the main gym but returned to secure location

- h. To offset the cost of lighting, air conditioning and water usage; any group using the Parish Center for a large event will be asked to donate to the Church a Facilities Use Donation up to \$200, depending on the usage.
9. If you require the use of our audio-visual equipment (DVD, screen, projector, etc.) it must be reserved by submitting a Work Order at least one week in advance.
10. ***Keys are always and remain the property of St. Helen Catholic Church. They are not to be duplicated. Keys are only to be used for the appropriate use / purpose of rooms for which they were authorized. If your meetings are quarterly or less frequent than that, keys are to be returned after each use. Parish locks are replaced from time to time due to wear.***

Please abide by the guidelines above to keep St. Helen a safe and secure environment for those who gather in faith and fellowship. Suggestions to make the facilities better suited for your needs are always welcome.