



Room Request ~ St. Helen Catholic Church  
Return to: Parish Office / 2085 Tallahassee Ave. Vero Beach, FL 32960

2023 / 2024

If your group is planning to use the facilities of St. Helen Parish during the calendar year beginning July 1, 2023, through June 30, 2024, **please complete and return this form no later than June 2, 2023.**

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

Main Contact Person: \_\_\_\_\_

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

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

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

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

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

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

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

Additional Time for: Set up \_\_\_\_\_ Clean up \_\_\_\_\_

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): \_\_\_\_\_

**It is your responsibility to fill out a work order to have the room set up to your specifications. Copies of this form and work orders are on our website [www.sthelenvero.org](http://www.sthelenvero.org). Click the MINISTRY tab and go to the bottom of the page.**

Please review and agree to the following guidelines.

1. 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 at least one week prior to the event.
2. Ministry leaders will be provided with keys to the meeting room(s) 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.
3. 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.
4. All non-parish organizations using the facilities must submit a current Certificate of Liability along with this form.
5. Our rooms are arranged for most the ministry's 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.
6. The Parish Center
  - a. Due to the high usage of the Parish Center, the Church staff are not always able 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 to determine if staff can assist. Chairs and tables may stay in place unless you have been notified otherwise.
  - b. The party using the Parish Center should empty all trash receptacles to the dumpster and be sure that the floor is swept clean.
  - c. At present we are limiting the capacity in the parish hall to 250 people. Any requests in excess of that amount need to be approved by the parish office.
  - d. Main doors to the building can be put in the unlocked position by using the allen wrench hanging to the right behind the door in the chair room (room in the south side of the building storing all the chairs).
  - e. The 4 AC units on the walls in the Parish Hall have written instructions on them. The units are not to be turned off, but the temperature gauge adjusted as noted. All four units are to be always set in the same manner, i.e., either all at the higher temperature or all at the lower temperature.
  - f. Lights are controlled on the wall on the northwest 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. Audio equipment and microphones should be returned to a secure location, not left in the parish hall.
  - h. To offset the cost of lighting, air conditioning and water usage; any group using the Parish Hall for a large event will be requested to donate to the Church a Facilities Use Donation of \$200, depending on the usage.
7. 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.
8. ***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.***

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.