



## Room Request St. Helen Catholic Church

Return to: Parish Office, 2085 Tallahassee Ave., Vero Beach, FL 32960

Today's Date: \_\_\_\_\_

2025 / 2026

If your group is planning to use the facilities of St. Helen Parish during the fiscal year beginning July 1, 2025, through June 30, 2026, please **complete and return this form no later than June 2, 2025.**

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: Setup \_\_\_\_\_ 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 order are on the website [www.stehelenvero.org](http://www.stehelenvero.org). Click the Ministry tab and go to the bottom of the page.

## **St. Helen Catholic Church Facility Use Guidelines:**

### **• Work Orders:**

- o Fill out and submit a Work Order online ([www.sthelenvero.org](http://www.sthelenvero.org)) under the Ministry tab.
- o Submit work orders at least one week prior to the event.
- o Include any special setup requests (tables, chairs, A/V, etc.).

### **• Keys:**

- o Ministry leaders must sign out keys from the office.
- o Keys must be safeguarded and returned promptly.
- o Keys remain church property and must not be duplicated.

### **• Supervision Policy:**

- o Children must always be supervised by Diocesan-approved adults while on Church grounds.
- o No exceptions.

### **• Non-Parish Organizations:**

- o Must provide a current Certificate of Liability with the Work Order.

### **• Room Use:**

- o Return rooms to their original layout after use.
- o Clean up: Sweep floors, empty trash to dumpster, turn off air conditioning, lights, and lock all doors.
- o Air conditioning: Do not set units below 70°F during use; set to 76°F when leaving.
- o Lights: Controlled from the wall on the northwest side.

### **• Parish Center Specifics:**

- o Confirm with office if setup/teardown assistance is available.
- o Limit of 250 people unless otherwise approved.
- o Main doors: Use Allen wrench (located in the chair storage room) to unlock/lock.
- o Put away all A/V equipment after use.

### **• Donations:**

- o Groups holding large events may be asked to make a \$200 Facilities Use Donation to help cover utilities.

## **OFFICE USE**

**Date Received:** \_\_\_\_\_

**Date Recorded:** \_\_\_\_\_

**Recorded by:** \_\_\_\_\_