

St. Mary's Parish
Meeting Space/Room Use
Agreement

Date(s) of event: _____

Starting Time: _____ Ending Time: _____

Parish Group: _____

Type of Activity: _____

Number of people attending: _____

Meeting Space/Room(s): _____

Name: _____

Address: _____

Phone: _____

Do you request maintenance at this event or to assist setup? Yes No

Round Tables: Yes No How many? _____

Rectangle Tables: Yes No How many? _____

Do you need Audiovisual/Tech at this event? Yes No *If yes, call SM office Receptionist two weeks prior to the event. (715-855-1294 ext. 100)

If any falls, incidents or injuries were to occur, you are to fill out and complete an **Incident Investigation Report for Injuries** immediately. Forms can be found in slot place on the side wall of the wooden mailbox in front of the Parish office.

Our group agrees to return meeting spaces and rooms to its default setup after use. Also, taking out garbage and recycling if needed. When leaving the building, if you are the last group to leave, please make sure that all doors are lock before heading out.

Signature

Date

Office Use Only:

Father's Signature of Approval

Date

Maintenance Signature of Approval

Date

Receptionist Signature

Date

on Google calendar _____ initials