

# Saint Thomas's Parish

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

stthomassooffice@googlegroups.com  
276 S College Ave  
Newark, DE 19711  
302.368.4644

## 202 4Room Reservation Request

Event, Group or Meeting name: \_\_\_\_\_

Name of person(s) responsible: \_\_\_\_\_

Phone number(s): (c) \_\_\_\_\_ (h),(w) \_\_\_\_\_

Address: \_\_\_\_\_

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

Recurring (yes) (no) \_\_\_\_\_ Frequency: \_\_\_\_\_

Date(s): S M T W TH F SA \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Hours(including set up and clean up): \_\_\_\_\_ Actual event times: \_\_\_\_\_

Approx number attending: \_\_\_\_\_

Key needed (see key request form on p.4): Yes No \_\_\_\_\_

I/we have read the guidelines for use of the Parish facilities and assume responsibility that these guidelines are followed, and that the facilities are left in proper order.

*\*if kitchen use is requested* I/we have read the guidelines for use of the kitchen and its equipment and assume responsibility that these guidelines are followed.

I/we understand that St Thomas's Parish has the right to revoke permission for use if this trust is abused.

I/we hereby release St Thomas's Episcopal Parish from any and all liability, past, present, and future, arising from the use of the facilities.

Signed: \_\_\_\_\_

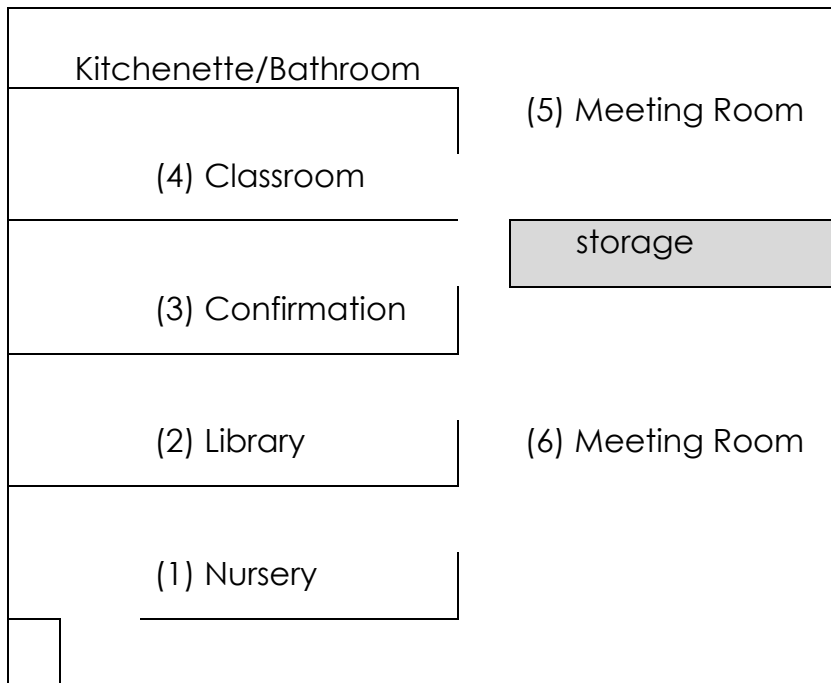
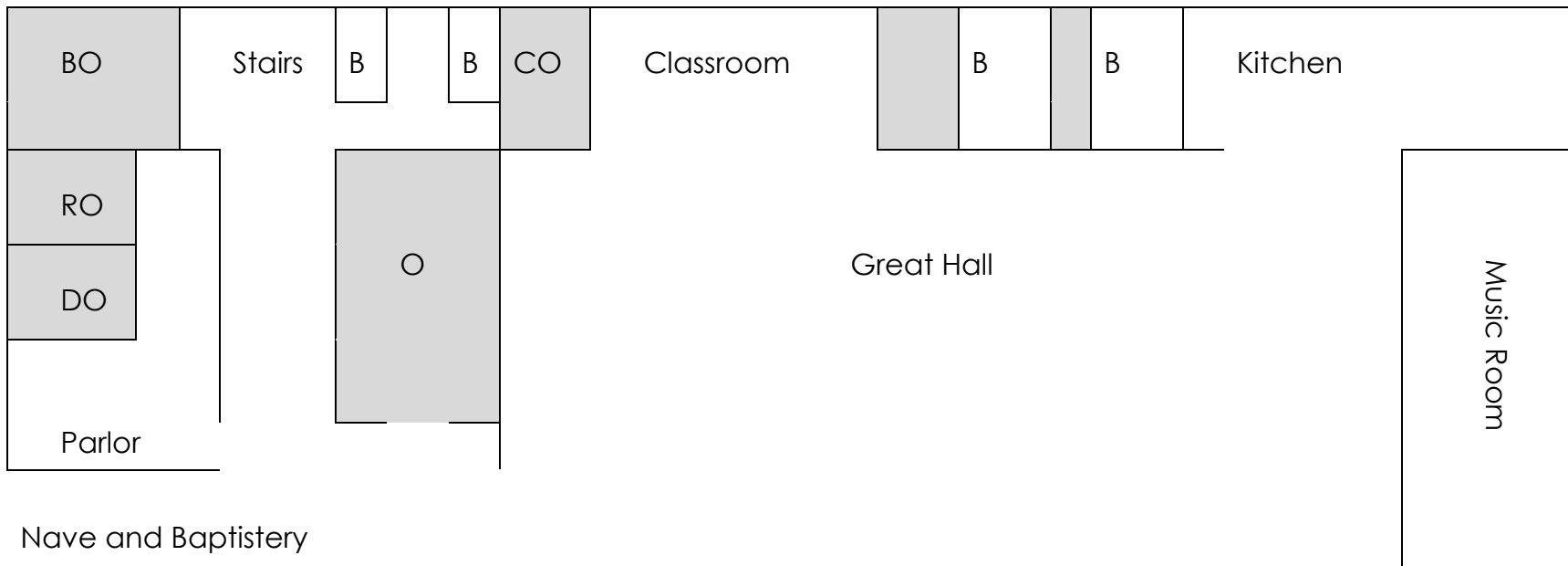
Date: \_\_\_\_\_

Donation for use of the facilities: \_\_\_\_\_

If the program is cancelled or changed, please notify the office as soon as possible. **This reservation is not confirmed until this application is approved.**

Office use:

Date approved		Copy to calendar admin.	
Entered in google		Room code	
Copy to Sexton		Initials	



Please indicate your desired layout on the diagram.

Greyed out areas are generally not available, and require the Rector or Warden's approval.

chairs	#
tables	#

Round seat 10  
 Square seat 4  
 Rectangle seat 6-8

## Parish Space to be used:

<input type="checkbox"/>	Classroom	<input type="checkbox"/>	UNDERCROFT (basement level)
<input type="checkbox"/>	Great Hall	<input type="checkbox"/>	Room 1
<input type="checkbox"/>	Kitchen *complete page 4	<input type="checkbox"/>	Room 2
<input type="checkbox"/>	Music Room	<input type="checkbox"/>	Room 3
<input type="checkbox"/>	Nave	<input type="checkbox"/>	Room 4
<input type="checkbox"/>	Parlor	<input type="checkbox"/>	Room 5
<input type="checkbox"/>	Grove	<input type="checkbox"/>	Room 6
<input type="checkbox"/>	Other:		

## Parish equipment to be used:

<input type="checkbox"/>	Overhead projector	<input type="checkbox"/>	Dishes/china
<input type="checkbox"/>	Podium	<input type="checkbox"/>	Glasses/mugs
<input type="checkbox"/>	Television	<input type="checkbox"/>	Utensils
<input type="checkbox"/>	VCR	<input type="checkbox"/>	Hot water pot
<input type="checkbox"/>	Microphone	<input type="checkbox"/>	Coffee pot/urn
		<input type="checkbox"/>	*Dishwasher
		<input type="checkbox"/>	*Range
		<input type="checkbox"/>	Refrigerator

\*trained operator only, see kitchen guidelines

- I will be responsible for setting up and taking down the room.
- I will need the room set up.

Please indicate the set up needed on the attached diagram.

Notes:

## Key Request Form

Name \_\_\_\_\_

Phone number \_\_\_\_\_

Reason for request \_\_\_\_\_

Request (circle) \_\_\_\_\_

Approved \_\_\_\_\_

Denied \_\_\_\_\_

Rector/Trustee \_\_\_\_\_

Notes:

Date of issue \_\_\_\_\_

Expected Return Date \_\_\_\_\_

List all keys issued:

I understand that keys are issued to me for my use only. I will not have copies or duplicates of these keys made, nor will I allow others to do so. When my term/position expires, I will return these keys to the Office. If these keys are lost or stolen, I will report it immediately to the Rector or the Office.

Received by (signature) \_\_\_\_\_

date \_\_\_\_\_

Issued by (signature) \_\_\_\_\_

date \_\_\_\_\_

Key(s) Returned

Returned by (signature) \_\_\_\_\_

date \_\_\_\_\_

Received by (signature) \_\_\_\_\_

date \_\_\_\_\_

## Building Use Standards

1. In order to reserve the facilities:
  - a. Contact the Church office for availability.
  - b. Fill out all applicable forms and return them to the office.
  - c. Request must be approved by a designated warden or the Rector.
2. All groups using the building shall reserve one or more rooms. You may expect to find others using other portions of the building simultaneously.
3. Parish groups and organizations and events will have priority.
4. Groups with express permission of the Rector or Wardens may serve wine; however, equally attractive and easily available non-alcoholic beverages must also be served.
5. In general, all non-parish group events must be ended by 10 pm; by 4 pm on Saturdays to allow time to restore the area to suitable use for Sunday activities. Clean-up of events may last longer, and exceptions may be made.
6. Display and classroom materials of St Thomas's are not to be disturbed or removed.
7. "Open Meetings", "Outside Speakers", and "Benefits" of non-parish groups must have specific advance approval by the Rector.
8. Contributions towards utilities and custodial service are greatly appreciated. The Parish house is a trust administered to benefit the whole community.
9. Every group is asked to leave the facility neat and clean, and unless otherwise arranged, set up the way it was found. If the facilities are not left in an acceptable state, the group will be responsible for a custodial fee (minimum \$50).
10. Any damage, safety hazard, spent supplies, or security problems should be reported to the office upon leaving. (A note left in the box on the office door will suffice.)
11. If a group damages the facilities, they will be responsible for the repair costs.
12. There is NO smoking inside the building. Utilize the cigarette butt cans by the doors outside.
13. No parking on the grass.
14. Use of the kitchen and its supplies may be reserved in advance making note of the "kitchen use standards", and with training on applicable equipment.

## Kitchen Use Standards

1. Nothing will be placed on the stove unless it is being cooked. (The pilot lights are lit.)
2. Keep all windows closed in the kitchen to prevent stove pilot lights from being blown out.
3. All substantial trash will be emptied: trash placed by the dumpster, and provided clean trash bags placed into emptied containers.
4. The floor will be swept, and mopped if necessary.
5. All used surfaces, including the microwaves, will be wiped down.
6. All utensils, dishes, pots and pans, etc. will be washed and put away.
7. All used linens will be washed and returned as soon as possible.
8. Notification will be given to the office if an item is getting low or runs out: ie paper towels, sandwich baggies, coffee, sugar, napkins, etc.
9. Please report any equipment failure/issues to the office.
10. Refrigerator use and dry goods storage
  - a. All leftovers will be covered and stored properly.
  - b. Arrangements for storage of food can be made through the office.
  - c. All items must be clearly marked with a name and date. Numerous small items will be contained in a bin if possible.
11. Before leaving, check to be sure all appliances are turned off, lights are out, and all doors are locked.

<input type="checkbox"/>	Kitchen tour- general operating
<input type="checkbox"/>	Dishwasher procedures
<input type="checkbox"/>	Stove procedures
<input type="checkbox"/>	Initials of Parish representative

I have read and understand the responsibilities associated with the use of the kitchen facilities of St Thomas's Parish.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

