

Sts. Anne & Joachim Catholic Church

Facility Use Application

- Step 1:** *This form must be submitted at least 2 weeks in advance of your event.* Your signature at the bottom indicates you have read and agree to all facility use guidelines contained on this application
- Step 2:** A \$200 security deposit must accompany this form to book your event (*unless otherwise instructed*)
- Step 3:** Within two weeks you will hear back from the parish approving or declining the event request

Name of Event:	
Name of Contact Person:	
Affiliation with Sts Anne & Joachim:	
E-mail Address:	
Phone Number:	
Date of Event:	Desired Room:
Start Time:	End Time:
Arrival Time (setup):	Departure Time (cleanup):
Frequency:	Size of Group:
Purpose of Event: _____ _____	
Items Requested for Event (items requested may not be granted): _____ _____ _____ _____	

Facility Use Guidelines:

- \$200 Security Deposit (*check will be shredded unless instructed otherwise*) must accompany this form
- Please think through everything you need set up for your event on this form. For larger events, it is best to sit down with the Event Coordinator ensuring all your needs are met for room set up.
- Facility Use Fee will vary room-to-room, and event-to-event. Upon approval of your event, the Event Coordinator will communicate the appropriate fee to you. This fee must be paid in full prior to your event.
- No tape, staples, posters can be put on any walls or windows.
- Requests for recurring meetings need to be renewed annually.
- **I/We agree** to leave the facility in the same condition as found. I/We accept all responsibility and agree to pay all charges for any damage or maintenance costs incurred.
- **I/We agree** to hold Sts. Anne & Joachim Catholic Church and the Diocese of Fargo harmless for any loss or injuries at the facility. Applicant further agrees to indemnify, hold harmless, protect and defend the church and Diocese of Fargo for, from and against all costs, claims, damages or liability arising out of alleged discrimination.

Signature of Contact Person: _____ **Date:** _____

Upon approval of your event, if there is follow-up or clarification needed by the Event Coordinator, you must meet in person or discuss over the phone to the satisfaction of the parish. To meet or discuss your event in further detail, please contact Patrick in the parish office at 701-235-5757, or e-mail pmcquire@stsaaaj.org.

Staff Use Only:

Approval Granted: Y / N _____

Maintenance Notified: _____

Facility Fee Paid: _____ Amount: _____ Date Deposit Received: _____ Insurance Received: _____

Condition of Room After Use: _____
