

St. Francis Xavier
Facility and Bulletin/Web Request Form

Instructions:

Please return this form to the St. Francis Parish Office or email to saintfrancis@brightok.net.
Questions? Please contact the office at 405-372-6886.

GENERAL INFORMATION

Parishioner Name		Today's Date	
Event Title		Date of Event	
Ministry/Group		Time of Event	
# of People		Actual Usage Time (setup & clean up)	
Email		Phone Number	
Recurring Event?	Yes No	If Yes, when?	

FACILITY REQUEST

Building	Room(s) Requested		
Church	Church	<input type="checkbox"/>	<input type="checkbox"/>
	Parish Hall	<input type="checkbox"/>	<input type="checkbox"/>
	Kitchen	<input type="checkbox"/>	<input type="checkbox"/>
RE Building	Room 5	<input type="checkbox"/>	<input type="checkbox"/>
	Room 6	<input type="checkbox"/>	<input type="checkbox"/>
	Library	<input type="checkbox"/>	<input type="checkbox"/>

COMMUNICATIONS REQUEST

Type of Communications (Mark all that apply)

___ Bulletin ___ Bulletin Insert ___ Website ___ Announcements ___ On-line Registration

Attachments (Mark all that apply)

___ .DOC ___ .PDF ___ .JPG ___ Graphic/Photo

Contact Name for Communications	
Phone Number for Contact	
Email Address for Contact	

Special Instructions/Requests for Facilities and/or Communication:

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Facilities Instructions and Policy

- Deadline for facility requests:
 - Meetings-10 days
 - Special Events-30 days
 - Retreats-30 days
- A *Facility and Communication Request Form* must be completed for any/all requests for room and facility use. No general email or voice mail messages will be accepted. The form can be accessed via the St. Francis Xavier website or from the Parish Office.
- Recurring meetings must be submitted prior to XXXXXX for the calendar year.
- Cancellations must be submitted to the Parish Office at least 48 hours before the scheduled event/activity. Failure to contact the Parish Office will result in cancellation of future room reservations and privileges to use the facilities.
- Once confirmed by the office, requests will receive an email confirmation and a copy of this policy.
- Keys are to be signed out in the Parish Office. Please contact the office at 372-6886 in order to schedule a time to pick up keys and sign them out. All keys are to be returned immediately after the event/use.
- Please provide the most accessible phone number and email address to notify you in case of emergency or sacramental priority. (Funerals take precedence over other activities in the Church/Parish Hall)
- Be respectful of others in meetings or working nearby.
- Please be respectful of our parish environment. The following cleanup is requested:
 - Paper and plastic products (plates, cups, plastic ware) should be provided by the reserving group, unless requested on the Facility Request Form.
 - All trash (food, drinks, paper products, coffee grinds, etc.) must be disposed of properly and trash bags shall be taken to the dumpster.
 - All dishes, pans, silverware, coffee equipment must be cleaned and stored in the proper location. DO NOT leave in the dish strainer.
 - Remove all leftover food from kitchen area. Any food left in the refrigerator must be removed unless prior arrangements have been made with the Parish Office.
 - Turn off all equipment (coffee maker, stove, etc.)
 - Make sure all lights are turned off, including restroom lights.
 - Check all exterior doors to make sure they are locked.
 - Any writings on the chalkboards must be erased.
 - Classrooms need to be returned to original setup.
- Children MUST NEVER be left unattended. All children must be supervised by a parent or authorized adult. **This includes when children are in the nursery.**

Please sign below indicating, "I have read this page and agree to the policies for facilities use and communications deadlines."

Communications Policy

- Deadline for Communications Requests:
 - Bulletin-10 days before the weekend it is requested
 - Bulletin Inserts-10 business days
 - Website-5 days
 - Online Registration-30 days
 - Other Parishes or newspapers-30 days
 - Pulpit Announcement-10 days
- Bulletin announcements for St. Francis parish events/groups/activities will appear up to three (3) times before the date of the event.
- Bulletin announcements for non-parish events/groups/activities will appear up to two (2) times before the date of the event
- Website content is best submitted in the following formats
 - Text: Microsoft word (.doc or .docx) or Adobe (.pdf)
 - Graphics: Portable Network Graphics (.png), JPEG (.jpg) or Bitmap (.bmp)