

## NATIVITY OF OUR LORD ROOM RESERVATION FORM 2016-2017

Today's Date: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_ **Published** Start/ End Times: \_\_\_\_\_

Phone: \_\_\_\_\_ Set Up & Clean Up Times: \_\_\_\_\_

Organization & Event Name: \_\_\_\_\_

*Applications are to be filled out and returned to the Lannan Parish Center immediately upon reservation of the requested date(s) in order to secure a date(s), schedule staff and coordinate set up needs for your event.  
You must not publish your event until your reservation has been approved.*

Date(s) requested: \_\_\_\_\_  
\_\_\_\_\_

How many people will be in attendance? \_\_\_\_\_

Room Requested ( circle all that apply )

**\* REQUIRES PRE-APPROVAL**

**School:** Cafeteria Cafeteria Kitchen Library \* Gym or Auditorium \*  
Large Motor Room \*

**Church:** Rectory (rarely granted) \* Upper Church Gathering Room  
Bride Room (rarely granted) \*

Steiner Hall North ( Kitchen Side ) Steiner Hall South All of Steiner Hall

**Lannan Center:** Conference Room \*

I understand that Nativity reserves the right to cancel or relocate this room request based on space priority.  
I have read and agree to the terms and policies as stated on the back of this reservation form. ( **signature required** )

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**Name** **Date**

**Set Up and Maintenance Needs:**

Standing Microphone Podium Extension Cord Movie Screen  
**Rectangle** Serving Tables # \_\_\_\_\_ **Round** Tables (Steiner only) # \_\_\_\_\_ Chairs # \_\_\_\_\_  
Computer Projector TV/VCR or DVD Extension Cord

List the time you need to enter and exit the facility for set up & clean up: \_\_\_\_\_  
**ALL MUST EXIT THE FACILITY BY 9:00 P.M.**

List the time you need doors to be programmed for attendee arrival: \_\_\_\_\_ |

Contact the parish office with any questions in completing this form. 651-696-5401 or [ldriscoll@nativity-mn.org](mailto:ldriscoll@nativity-mn.org) .

## ROOM RESERVATION POLICIES

### Philosophy Statement

Nativity Catholic Church serves parishioners through a variety of ministries, associations and organizations. Many of these groups require facility space to accommodate their meeting and events as they seek to accomplish their goal. Nativity recognizes the importance of these ministries and works to provide appropriate facility space for them.

### Space Priorities

The priority list for date and space usage has been established as follows:

1. Worship
2. Education
3. Parish ministries and organizations
4. Community groups

*The following factors will be taken into consideration with all space requests: Church season and feasts, the parish worship schedule, education and parish life needs, and the school year.*

**PLEASE NOTE: ALL RESERVATIONS ARE SUBJECT TO CHANGE BECAUSE OF OTHER SPACE PRIORITY; NATIVITY MAKES NO GUARANTEES FOR SPACE(S).**

### General Policies

1. All uses of the parish facilities must be scheduled through the Lannan Parish Center by calling (651) 696-5401.
2. In order to secure reservation(s), applications are to be filled out and returned to the Lannan Parish Center immediately upon reservation of the requested date(s). Nativity is unable to hold reservations without this application.
3. **ALL MEETINGS MUST END IN TIME TO EXIT THE FACILITY NO LATER THAN 9:00 PM (THERE ARE NO EXCEPTIONS).**
4. All requests are REQUESTS, until confirmed by the Facilities Director. You will be notified when confirmation has been granted. Do not publish an event until it is confirmed.
5. It is YOUR responsibility to leave the facility in the *exact* condition in which you found it. We reserve the right to charge your organization an hourly fee for any unexpected cleanup.
6. If your group is not an official Nativity organization, we reserve the right to apply a fee for the use of our facility. The Parish Business Administrator will determine this.
7. Most reservations will not be approved on Sunday.
8. School Facilities are NOT available during school vacation days, i.e.: Summer, Christmas, Easter, MEA, etc.
9. Any room not listed on the reservation form is NOT available for meetings. If you have a special request you must contact the Parish Business Administrator.
10. Groups must remain in their designated rooms and children must be under adult supervision at all times.
11. Nativity is a non-smoking facility.
12. Equipment and furniture may not be moved.
13. We reserve the right to apply a facilities fee if a custodian is needed beyond their regular work schedule.
14. It is required to notify the parish office 72 hours in advance if your event cancels and the use of the facility is not needed.

### Damage

1. Application holders must agree to indemnify Nativity Parish for any and all liability and damage by any person or persons attending the event.
2. Application holders must agree to pay reasonable costs for repair and/or replacement of any damage to parish property, real or personal, occurring on the premises.
3. Application holders shall assume full responsibility for an unlawful act committed during the use of the facilities.

### Insurance

1. Non parish organizations and groups that use the parish facility for special events must provide a Certificate of Liability Insurance prior to use. Nativity of Our Lord Catholic Church must be named as an additional insured on their policy. In most cases this can be obtained through the Archdiocese and Catholic Mutual for \$110.00 by completing an application for *Special Events Coverage* and mailing it directly to Catholic Mutual Group for processing. This application can be obtained by the Parish Office and must be mailed to Catholic Mutual 20 days prior to the event.

Please sign the front of this form that you have read and agree to the terms and policies. \_\_\_\_\_ ( initials required)