

St. Simon the Apostle Parish
8155 Oakland Road
Indianapolis, IN 46236

Facility Usage Request Form

Name or Group: _____

Address: _____

Phone: _____ Cell: _____ E-Mail: _____

Contact Person: _____

Type of Event: _____

Date of Event: _____ Time of Event: _____

Set-Up Time: _____ Clean Up Time: _____

Special Notice: Each group is responsible for their own set up and clean up.

Facilities Required:

_____ Feltman Hall	_____ Cafeteria	_____ Kitchen
_____ Church	_____ Chapel	_____ Cry Room
_____ Gym	_____ Sims Center	
_____ St. John Vianney	_____ St. Elizabeth	_____ St. Francis
_____ St. Clare	_____ St. Benedict	

Access Code Needed: _____

Building Key (Electronic Intellikey)

_____ Door 4 (North Parish Door) _____ Door 16 (East Door by School Office)

Inside Keys:

_____ Kitchen	_____ Feltman Hall	_____ Cafeteria
_____ Parish Life Center		

You must meet with Facility Coordinator to complete and sign request form and to discuss event details and fees (if applicable). Signature below indicates your agreement to abide by the facilities policy and understanding of the responsibility associated with facilities use.

I hereby certify that the person/organization named above shall assume responsibility for any damage sustained to the facility premises, furniture, or equipment, resulting from the use of the facilities by the person using facilities and shall "Hold Harmless" St. Simon the Apostle from liability.

Signed _____ Date _____
(Event Representative)

Approval _____ Date _____
(Facility Coordinator)

Facility Usage Checklist Form

The facility must be checked before the organization representative departs to determine cleanliness and /or damage.

Event Representative _____ Date _____

Feltman Hall/Cafeteria

- _____ Tables and chairs wiped down and put away
- _____ Trash dumped outside and re-line trash cans
- _____ Floor swept or mopped; spills mopped
- _____ Lights turned off

Kitchen

- _____ Trash dumped outside and re-line trash cans
- _____ Floor swept or mopped; spills mopped
- _____ Lights turned off
- _____ Repairs Required
- _____ Dishes, pots & pans, serving pieces washed and put away
- _____ Coffee, water pitchers cleaned out and stored
- _____ Ranges and warming oven turned off
- _____ Supplies/Accessories returned to proper place
- _____ Dirty/Wet dishtowels taken home to be laundered
- _____

Library/Parish Conference Room/Cry Room/Parish Center Meeting Rooms

- _____ Make sure all tables/chairs are returned
- _____ Lights off/doors closed

Church/Chapel

- _____ Lights off/doors closed

Repairs/Supplies Required _____

General Comments/Questions _____

Signature of Event Representative

Date

Signature of Facility Coordinator

Date