



St. Francis of Assisi Church
San Francisco de Asís

FACILITY USE REQUEST FORM

Date : _____

Return to: Parish Office
1114 - 3rd Street SE, Rochester, MN 55904
(507) 288-7313 francis@stfrancis-church.org

Date(s) of Event: _____

Time of Event: From _____ to _____

Room/Space requested: _____

Is this a recurring event _____ How often _____

☐ **Organization requiring insurance coverage (Attach Declaration of Coverage sheet.)**

Group: _____ # _____ **Contact Name:** _____

Phone: _____ **Email:** _____

Today's Date: _____ **Type of Event:** _____

Approximate Size of Group _____ (# of people who will attend event)

Will children be attending this event ? _____ *If Yes, please complete other side.*

Set up Time : I need access to room beginning at: _____

Set up Needs: ☐ ___ tables ☐ ___ chairs. **Please provide layout on other side.**

Clean up time: I will leave and lock up the room by: _____

Please note that rooms should be emptied and locked by 10:30PM .

Additional Needs: _____

(Audio/Visual equipment, Podium, Microphone, etc. Please check with Parish Center Office for available equipment. Please Note: Internet is NOT available in the church building.)

Maintenance needed? (Billed at \$30 / hr. when facility is normally closed)

☐ **Yes** (I agree to be billed if after hours) ☐ **No** (I will be responsible for clean-up)

Please note that this event cannot be considered confirmed unless signed and approved.

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Approved by: _____ Date: _____

Entered in Facility Scheduler: (date) _____ by _____

Fees : _____ Unable to schedule because: _____

FACILITY USE REQUEST: LAYOUT

FACILITY USE REQUEST: EVENT WITH CHILDREN

St. Francis of Assisi is committed to providing a safe environment for everyone who comes to our campus or participates in any event offered here. Therefore, it is important that we have accurate information for age groups attending events or using the facility. We also need accurate records of the adults who will be responsible for their care. Leaders of activities for children should request VIRTUS® certificates from any adult who will be helping with the activity. If you have questions about this program or how it applies to your planned activity, please contact the Director of Administration at St. Francis of Assisi Parish.

Will children be attending this event? ☐ Yes ☐ No

Age range of children attending: _____ years to _____ years of age.

Will children be supervised by their own parents for the entire event?

☐ Yes *If parents will be with their own children the entire time that the facility is in use stop here.*

☐ No ***If No, please provide the following information:***

What is the activity that children will be engaged in? _____

Please provide the full names of all adults who will be involved with children at the activity:

Name _____ Virtus Training on file at: _____

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Name _____ Virtus Training on file at: _____

Name _____ Virtus Training on file at: _____

You must have a minimum of 2 adults. For every 7 children, an additional adult supervisor should be added. ALL adults who are responsible for, or are involved in an activity with children must provide proof of VIRTUS® training and a background check that is less than 5 years old. Add additional pages if more adults are used for this activity. VIRTUS® training is required

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VIRTUS® references checked by: _____ Date: _____ .