

ST. MARY OF THE MILLS CATHOLIC CHURCH

114 St. Mary's Place, Laurel, MD 20707

Tel: 301-725-3080 Fax: 301-725-2409

Email: cfichter@stmaryofthemills.org

FACILITY REQUEST FORM

1. Name of Group or Person who is sponsoring the Activity: _____

2. Phone Number(s): _____ E-mail Address: _____

3. Name of Event: _____

4. Date of Event: _____ If recurring: Start Date: _____ End Date: _____

5. Time of Day: Begin: _____ End: _____

6. Estimated number of people: Adults _____ Children: _____

7. Facilities needed (please check which room(s) you plan to use):

Msgr. Keesler Center:

	ROOM LOCATIONS	Max. People
	First Floor - KC Kutzera Room	Max 200
	Second Floor - KC Lounge Room	Max 65
	Second Floor - KC-Gym	Max. 500
	Third Floor – KC-Wilson Room	Max. 65

Breen Room - Basement of the Church:

	ROOM LOCATIONS	Max. People
	Breen Room 2	Max 40
	Main Breen Room	Max 200
	Main BR and BR2	Max 260

St. Mary's Elementary School:

First Floor Classrooms (which classrooms): _____

Second Floor Classrooms (which classrooms): _____

First Floor – Media Center

Second Floor – Teacher's Lounge

8. Equipment needed (please check the items you will need):

___ Sound System ___ Podium ___ Projector ___ Screen

___ Extra Microphones ___ Stands

(See backside →→→)

9. Please explain activity to be held: _____

The person/group requesting the use of the Keesler Center; Breen Room and School facilities hereby absolves the Church, its Pastor, Leadership, members, or people of any liability for personal injury to any individual resulting from the use the facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damage to the Church Office promptly.

RESPONSIBILITIES AFTER USAGE OF ROOM

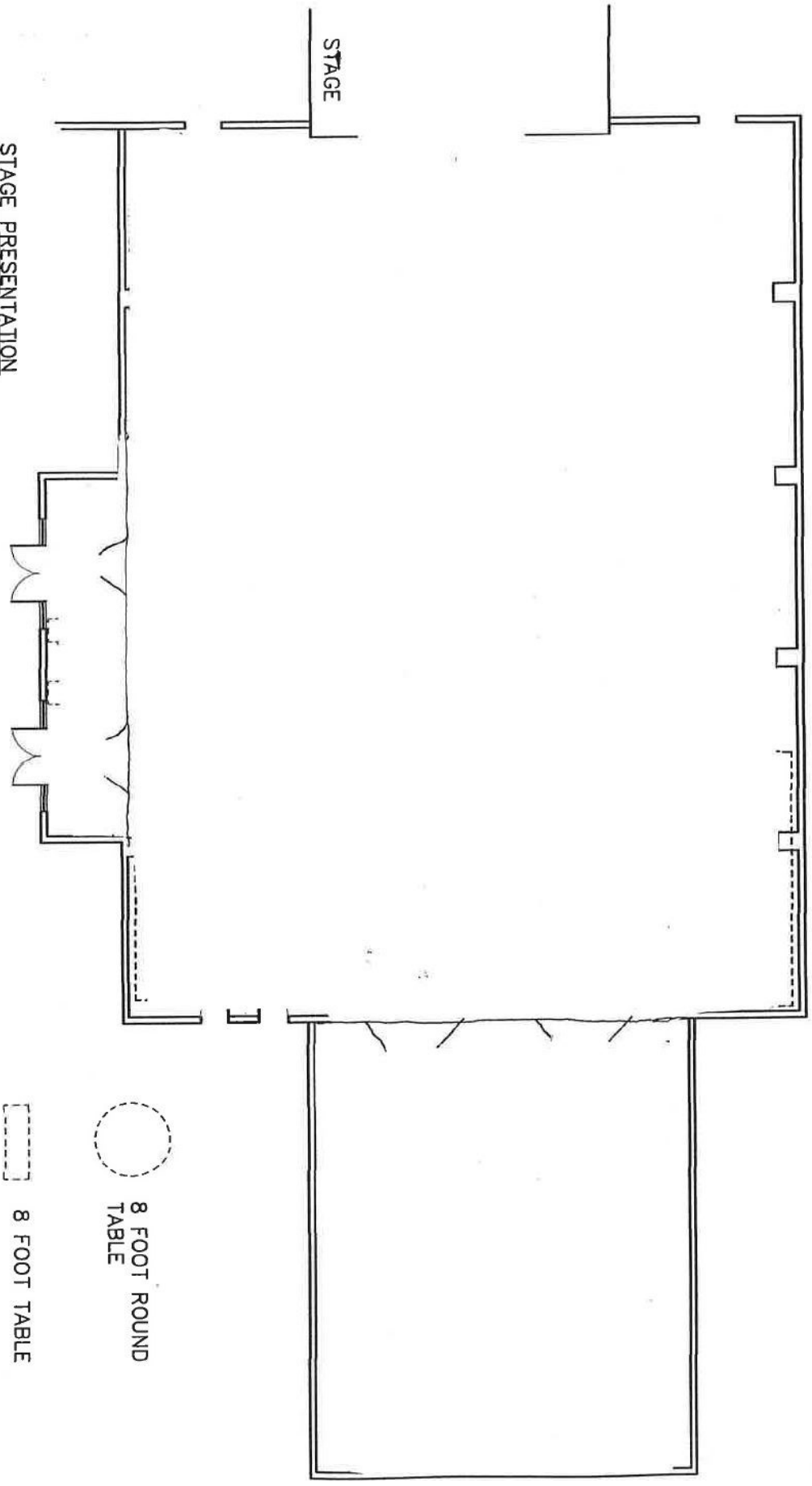
Please note that it is the responsibility of the individual or group using the facility to clean up and return the facility to normal setup after the activity or event.

1. Wipe off tables. If food or drink is involved, wipe all tables clean.
2. Sweep floors and mop as needed.
3. Collect all garbage into bags. Please place all filled and tied garbage bags in the kitchen.
4. Take all extra food and beverage with you. Wipe counters and leave kitchen clean and ready for the next use.
5. Please check that all doors are locked and the lights are off. Then lock up and return the keys to the Parish Office. If your event ends after the Parish Offices closes, please drop off the keys in the mail slot door near the Breen Room doors.

Signature: _____ **Date:** _____

STAGE PRESENTATION
SCALE: 1/8" = 1'-0"

STAGE



○ 8 FOOT ROUND
TABLE

▭ 8 FOOT TABLE