

The Cathedral Community

Facilities Request Form for Parish Events (See reverse side for the Explanation of # Items Below)

For Office Use Only		
Date Received:	Facilities Manager Informed:	Liturgy Informed:
Music Informed:	Finance Director Informed:	Request: Approved/Denied
Contact Person Informed:	Request Entered in Calendar:	
Notes:		

1. Event:	2. Number of People:	
3. Contact Person:	4. Phone:	
5. Sponsoring Committee/Organization:	6. E-mail:	
7. Other Involved Parish Organizations/Committees:		
8. Proposed Date(s) of Event:	10. Set-Up Start Time	
	11. Event Start Time	
9. Space(s)/Room(s):	12. Event End Time	
	13. Clean-Up End Time	

14. Specific Instructions: (i.e. equipment, such as easel, microphone, etc.) _____

15. Will alcoholic beverages be served? Yes No

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16. Usage Fee:	17. Insurance:

Please Read and Sign the Following Agreement

The undersigned agrees with the guidelines for facilities request and use.

The undersigned agrees that they will indemnify and hold free and harmless *The Roman Catholic Diocese of Rochester and the Cathedral Community and the Most Reverend Salvatore R. Matano, Bishop of the Roman Catholic Diocese of Rochester*, and his successors, from any and all claims or actions for damages or loss to property, including the loss of use thereof and from any and all claims or actions for personal injury, sickness or disease, including personal injury, if caused by the undersigned's acts or omissions, and the undersigned will pay any and all judgment decrees, costs, including attorney fees which may be rendered against *The Roman Catholic Diocese of Rochester and the Cathedral Community and the Most Rev. Salvatore R. Matano, Bishop of the Roman Catholic Diocese of Rochester*, it's directors, officers, agents and employees, in any and such actions or proceedings.

Signature of the Contact Person: _____ Date: _____



Guidelines for Facilities Request and Use

Welcome to the Cathedral Community. We have developed these guidelines to assist you and all those involved in ensuring that your event is safe and enjoyable. If you have questions or concerns, please call Lynn Marra @ 254-3221 x 102. The following numbered items correspond to the information requested in the application form.

1. **Event.** Indicate the name of the event as you advertise it, as people know it or as it may appear in our weekly bulletin.
2. **Number of People.** Indicate an approximate number, if not the exact number of expected people.
3. **Contact Person.** This person will be responsible in relaying pertinent information between the Cathedral Community and the Requesting Party. As such, the person must be accessible by phone and by e-mail. The contact person will be responsible for picking up and returning keys to the parish office, if necessary, for the condition of the facility after use and for reimbursement for any damage and related fees incurred, and for reporting any accidents and injuries incurred during the event to the Parish Office.
4. **Phone.** See number 3 above.
5. **Sponsoring Committee/Organization.** If applicable, this is the parish group that plans and oversees the implementation of the event.
6. **E-mail.** See number 3 above.
7. **Other Involved Parish Committees/Organizations.** The Sponsoring Committee is encouraged to work collaboratively with other parish committees and organization. It is our hope that through collaborative work, parish events truly become events of, for and by the parish.
8. **Proposed Date(s) of Event.** Indicate the date that you foresee your event to take place. By the unique nature of the Sacred Heart Cathedral being the Mother Church of the Diocese of Rochester and, at the same time, the parish church of the Cathedral Community, prioritization of events guides our review and scheduling of activities: first, diocesan events; second, staff members' events; third, parish committee/organization events; fourth, parishioner's events and lastly, other events. Any event involving a group from outside the parish which involves a large number of people, or multiple use of spaces, or for a long period of time, or that runs past 8:00 PM, will need a facilities coordinator, who will be assigned to you by the parish office. The basic rate for the facilities coordinator is \$120.00 per event. For events longer than four hours, additional \$25.00 per hour will be assessed.
9. **Space(s)/Room(s).** Indicate specific space/room you need for your event, including, if applicable, the use kitchen. Note that food and drinks are not allowed in the Church. For the use of the kitchens, whatever is brought in must be taken out.
10. **Set-Up Start Time.** Indicate the *reasonable* amount of time needed for you to prepare the place prior to the actual time your event starts. The set-up start time may be adjusted according to the availability of our maintenance persons.
11. **Event Start Time.** Indicate the actual time your event begins.
12. **Event End Time.** Indicate the actual time your event ends.
13. **Clean-Up End Time.** Indicate the *reasonable* amount of time need for you to do your clean-up. Kindly leave the space/room as you found it. Collected trash from the event may be take to the dumpster, which is located on the east section of the parking lot between Flower City Park and Ridgeway Avenue.
14. **Specific Instructions.** Indicate number of tables and chairs, needed equipment, your proposed kind of room set-up, use of kitchen or hospitality room, etc. **Please include caterer name and phone number.**
15. **Will alcoholic beverages be served?** If yes, please obtain the *required* Insurance Program Special Events Coverage. You may obtain the form from Lynn Marra or Michele Kelly at the Parish Office. The form, along with the payment, needs to be submitted to the parish office two weeks prior to the event. Checks are made payable to the "Diocese of Rochester."
16. **Usage Fee.** For events with under 50 people, we ask payment for preparation cost in the amount of \$175 for parishioners and \$350 for non-parishioners; for events with over 50-100 people, \$200 for parishioners and \$400 for non-parishioners; for events with over 100 people, \$225 for parishioners and \$450 for non-parishioners.
17. **Insurance.** See number 15. Cost for events with 1-1000 people will be \$90.00. This fee is mandatory.