

Office Use Only	
Date Rec'd	_____
Date Entered	_____
Entered by	_____ E-mail Conf. _____
Reservation No.	_____

ST. MATTHEW CATHOLIC CHURCH
ROOM REQUEST

**Please read attached Facilities Scheduling Policy before submitting room request.*

Ministry _____ Name of Event _____

Day: Sun M T W TH F Sat Date(s): _____

Event Time: _____ am/pm to _____ am/pm

Set up Time: _____ am/pm Clean up time: _____ am/pm

Building and room requested:

Number expected:

Purpose/Type (e.g. meeting, training, etc.):

Contact name for event:

Contact numbers(s):

Contact e-mail:

Equipment request: _____ TV with VCR and/or DVD players (available in limited quantities)
 _____ White Board with dry erase markers

Requested by _____ Date of request _____

Please submit all requests in writing to:
 St. Matthew Catholic Church
 PO Box 49349
 Charlotte, NC 28277
 Attn: SCHEDULING/Erin Dunne

By fax to 704-542-7244

Or E-mail to erind@stmatthewcatholic.org

**Reserving a room in any of the parish facilities implies agreement to abide by the guidelines set forth in the Facilities Scheduling Policy.*
For security reasons and because of multiple room requests, **if an event is cancelled you must notify Erin Dunne at the church office at 704-543-7677 Ext. 1031. Thank you!*

Facilities Scheduling Policy

- A Room Request Form must be completed for any/all requests for room and/or facility use. No general e-mail requests or voice-mail messages will be accepted. The form can be readily accessed from the web-site (stmatthewcatholic.org) or picked-up from the Church office.
- An e-mail confirmation will be mailed to all requestors; a copy of the Scheduling Policy will also be included.
- Rooms may be configured to meet the needs of the assigned group/ministry. However, upon completion of the meeting or activity, the room must be reconfigured as specified below:

New Life Center: Conference room arrangement; specifically, rows or tables with chairs facing the white/dry erase board. Tables and chairs should be wiped clean of any spills, drips and marking. Cleaning products are available in the common kitchen space.

Parish Center: U-shaped configuration of tables with 18 chairs on the outside of the table configuration for all classrooms. Tables and chairs should be wiped clean of any spills, drips and marking. Cleaning products are available in the common kitchen space.

- White/dry erase boards should be wiped clean.
- Reserved equipment should be left in the room upon completion of use.
- Paper and plastic products (plates, cups, plastic ware, etc.) are available in the kitchens for use by St. Matthew ministries.
- No “room hopping”. Use only the space which is identified on the Room Reservation Confirmation during the assigned time period. Should additional time be needed, please contact the Parish Scheduler.
- Rooms are not equipped to accommodate materials storage. Instructional support and educational items and/or information are to be removed at the close of each meeting and appropriately stored.
- Lights should be turned off after the completion of each meeting and/or activity.
- Food and drinks remaining after a meeting should be properly disposed of.
- Please be respectful of others meeting on the campus. Loud or lengthy conversations should not be conducted in the hallways.
- Please be respectful of the working office staff.
- **Children must never be left unattended. All children must be supervised by a parent or authorized adult. Failure to comply will result in cancellation of future room reservations and privileges to use the facilities.**
- **Failure to comply with this policy will result in a \$50.00 maintenance fee to be paid by the room/facility requestor.**

Pastor's Approval: Msgr. John J. McSweeney

Approval Date: 6/29/09