

St. André Bessette Facility Scheduling Request Form

Today's Date: _____

- Event Type: NEW REQUEST
 CANCEL a scheduled event
 CHANGE a scheduled event

Event Title: _____

Event Date: _____

Event Time: _____

Will you need additional time for set up and breakdown to be added to your request? If yes please include the time needed here:

Organization Name: _____

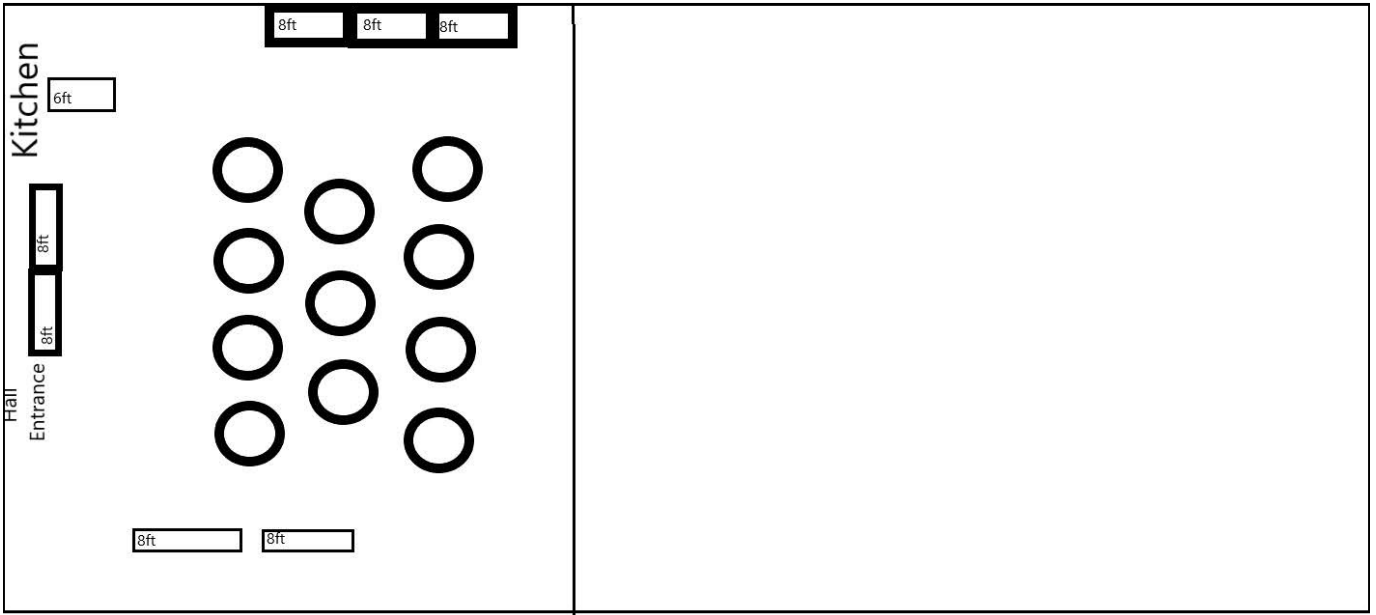
Contact Person: _____

Contact's Phone: _____

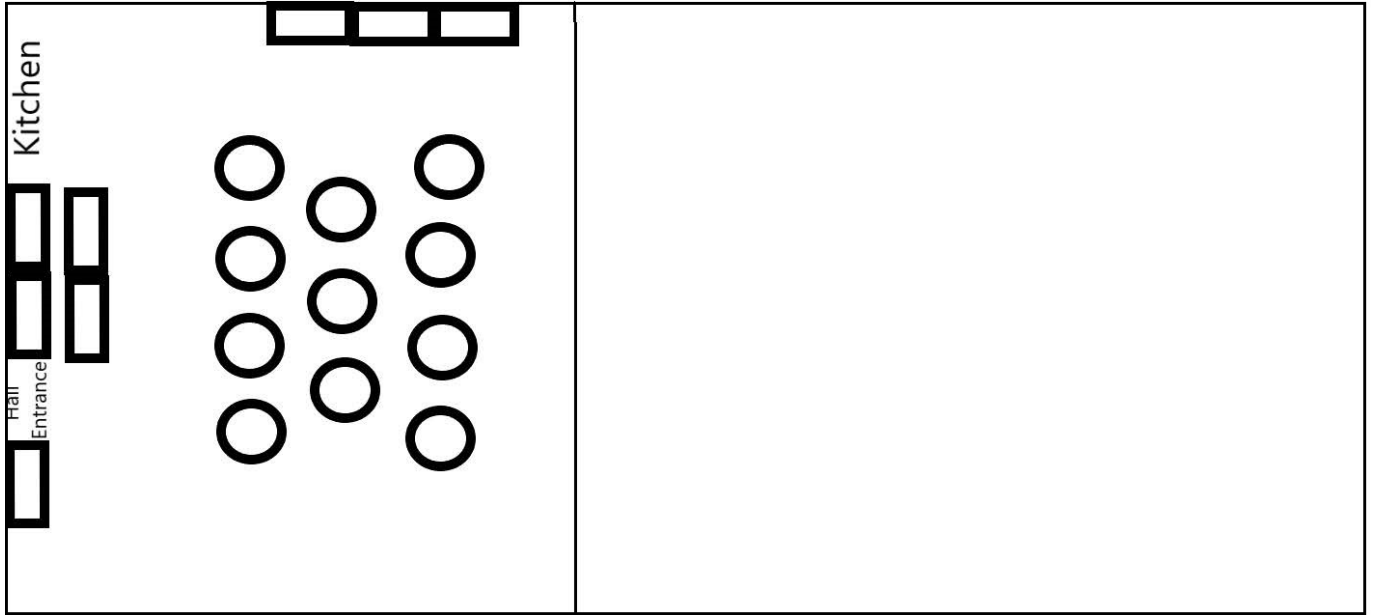
Location Requested: _____

Will you need use of a kitchen? _____

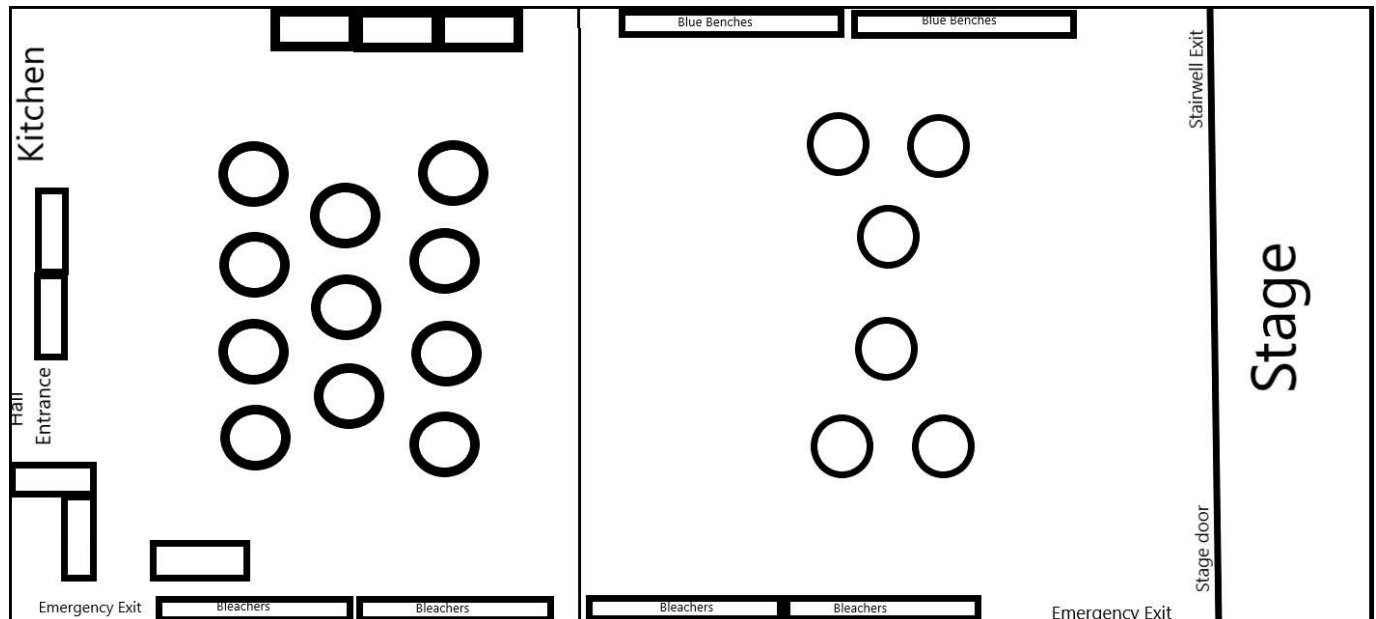
Office Use: Received By: _____ Date Confirmation Sent: _____



Bereavement



Coffee House



Gift

St. André Bessette Facility Scheduling Guidelines

1. Please, obtain a Facility Scheduling Request Form from the parish office or download one from the parish website at www.standrebesette.org. Complete the form. Please include an email address so we may send an update as to whether the request was approved or not or for any follow-up questions. Please return to the office, Attn: Wanda, or email it to sabministrycoordinator@gmail.com . You will have an answer in 1-2 business days.
2. Occasionally, the parish will need to reschedule or cancel previously approved requests to accommodate funeral receptions or other unforeseen events. You will be notified as soon as possible, allowing for ample time to reschedule and notify those individuals or groups involved.
3. If you have access to the parish calendar and you believe there is a last-minute time slot available, please contact the office to make sure nothing is pending or not yet entered for that time. If anyone uses the facilities without approval, we reserve the right to ask that person or group to leave.
4. If you have an emergency at the facility during your use, please contact the office at 603-524-9609.
5. When using the facilities, make sure anything that is moved or broken down is returned to the original setup, all lights need to be turned off and all doors must be locked before leaving (even if you believe another group will be using the facility after you).

Thank you for your cooperation,

Fr. Marc and the SAB Staff

Saint Andre Bessette Parish Center Checklist

- Gymnasium
 - Clean floor
 - Sweep after every use.
 - Mop (when needed)
 - Empty all Trash cans (bring the bags to the dumpster) There are new can liners in the janitors closet next to the water fountain.
 - All equipment that was taken out must be put back in the same spot it was removed from. The gym should be an empty space when you leave.
 - All exits must always remain clear. (This includes the exit through the basement and stairs therein)
 - Bathrooms
 - All bathrooms must be checked at the end your time. (Even if you don't believe they were all used)
 - Toilets and urinals must be flushed.
 - Floors clean (brooms and mop with bucket are in the janitor's closet)
 - Trash cans emptied (new liners can be found in the janitor's closet)
 - Tables and Chairs put away after every use.
 - Clean
 - Put back on the rack they came from in the same order.
 - Chairs and Rectangular tables to go back on the rack and under the stage. In the exact spot you removed them from. (This makes it easy for everyone who uses them to know where they are.)
 - Circular table return them to the same location that you found them.
- *If there are any broken chairs or tables let the Maintenance Staff know.
- Kitchen
 - All counters must be cleared at the end of the day. (Whatever you brought in must be taken out)
 - Clean counters, this includes the top, bottom, and underneath. (Cleaning products are under small sink)
 - Clean the stove.
 - Cast iron burners must be cleaned after every use.
 - Drip pan beneath burners must be emptied, washed and new aluminum foil place in.
 - The stainless-steel back of the burner are must be cleaned after every use.
 - Oven must be cleaned after every use.
 - Sink
 - Wash all sink bays (nothing should be left in the sink at the end of the day)
 - Empty drying rack (all items used should be put away at the end of your time in the kitchen)
 - Fridge
 - Empty fridge.
 - Clean inside fridge
 - Clean outside fridge
 - Empty trash from kitchen daily
 - Sweep/Mop floor daily
- Entryway hall
 - Vacuum daily
 - Mop when needed.

When you are done with this building it should be clean, organized, and ready for the next group of people to use. If we all do our part this is a great space to share with all the ministries on campus.

Thank you very much for you cooperation - St. Andre Bessette Parish Staff