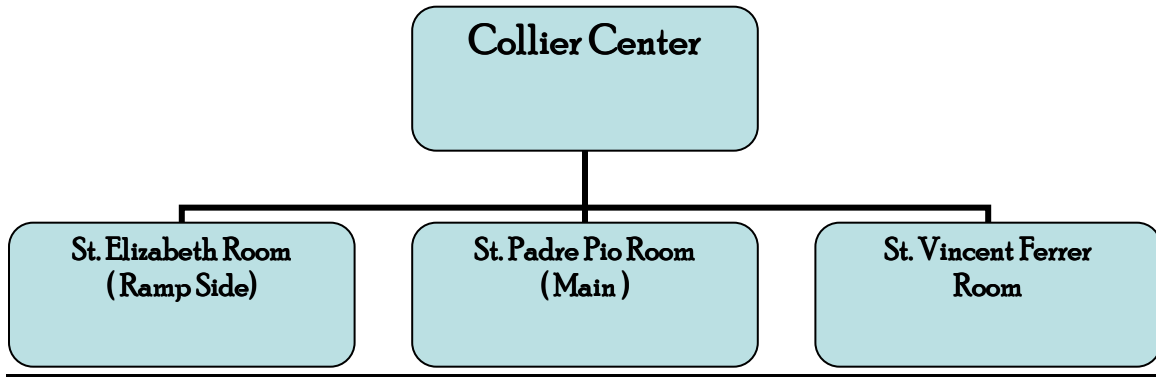


COLLIER CENTER FACILITY CONTRACT



Which room are you requesting: _____ Time you are requesting: _____

Date: _____ Purpose of Event: _____

- ➔ Please make sure that gate and all exit doors are locked. The gate key is the same key as Collier Center Facility Key.
- ➔ Lower the heat to 55 degrees.
- ➔ Tables and chairs cleaned and returned neatly to the back room.
- ➔ Rug vacuumed – vacuum can be found in closet between kitchen and meeting room.
- ➔ Check All windows to see that they are closed and locked.
- ➔ ALL lights OFF.
- ➔ Water turned off in 3 bathrooms and kitchen.
- ➔ Kitchen cleaned.
- ➔ **Remove all food from premises (that is associated with your function).**
- ➔ Oven and stove OFF.
- ➔ Are there enough supplies for another function? We are low on the following supplies....

PLEASE RETURN KEY & SIGNED FORM TO THE RECTORY MAIL SLOT FOLLOWING YOUR EVENT. DUPLICATING THE KEY IS NOT PERMITTED. THANK YOU

Signature person responsible for facility _____

Phone Number _____ E:Mail _____

OFFICE USE ONLY: Security Team concerns following meeting:

Connected with leadership to advice concerns: Yes : _____ No _____

1st Contact _____ 2nd Contact _____ Letter from Father Wichert _____