

**Date Received in Office**

## **UPPER HALL FACILITY USE:**

Complete and return this form signed by Ministry Representative. Please include your Phone Number along with Key.

Please drop off paperwork and key in the Parish office Mail slot after scheduled function. Your efforts are greatly appreciated.

**This key may not be duplicated and must be returned immediately following your event along with this signed check off sheet.**

**\*\*\*Due to fire code, please unlock the door between the lower and upper hall when you arrive. (Upper/Lower hall key will unlock this door as well.) After function, please lock the door before leaving.**

It is your responsibility to see that children use only Facility that has been booked for your event. For safety reasons, please do not allow children to play on the stage. If your function calls for the use of the stage, please stipulate this on the Scheduling Request Form when you calendar for this event. Please take all safety precautions.

**BEFORE LOCKING THE UPPER HALL,:**

**Please ' x ' OFF THE FOLLOWING AFTER COMPLETION OF TASK:**

- 
- The heat has been turned down to 50 degrees.**
  - NO PARKING ON THE LAWNS.**
  - We have been respectful of our neighbors when parking for this event.**
  - We have used only the facility that has been booked.**
  - Children have been supervised for entire event(both inside/outside)**
  - The door by the lift has been checked and is locked and the allen wrench key inserted on the side of the cross bar.**
  - Door between Upper and Lower hall floors has been locked.**
  - Water faucets are turned off (Please check both bathrooms).**
  - All lights (including bathrooms) have been turned off.**
  - Exit door is locked and dead bolted.**
- 

Signature

Phone Number

E:Mail

**Office Use Only: Date:** \_\_\_\_\_ **Security Team has no concerns:** \_\_\_\_\_

Concerns of Security Team following meeting: \_\_\_\_\_

Connected with Leadership to advise of concerns: \_\_\_\_\_

1<sup>st</sup> Contact

2<sup>nd</sup> Contract

Letter from Fr. Tuan