



Event Meeting Form

2160 Cooper Lake Road, Smyrna, GA 30080, 678-279-4300

Facility Use Manager: Betsy Shuford

This form MUST be submitted 3 weeks prior the any event

General Event/Meeting Request

Event/Meeting Name

Sponsor: *Name of person responsible for the event*

Event/Meeting Date

How many will attend? (estimated)

Additional Dates: *Please list dates, or describe the recurrence pattern - e.g., 1st Monday, Aug. - Dec.*

Brief Description of Event and its Purpose:

Setup Time: Meeting time: to Break down time:

Room(s) Desired: *Please note that St. Benedict's reserves the right to place your event in the space that best suits your needs. It may not be possible to honor every request.*

Setup requested: *If you have specifics: tables, chairs, etc, please list how many people at each table, etc. Be as specific as possible and use additional paper if necessary.*

Contact Person's Name: *if different than event sponsor*

Contact Information: Home phone: Cell:
E-mail:

Liturgy and Worship Request

Liturgical service requested: Y/N Particular service requested:

Location: # Expected: Eucharist requested: Y/N

All services must be coordinated through the Rector

Kitchen Usage Request

The group contact is responsible for providing the event supplies except reusable church tables and chairs.

Will there be food at this event? Y/N

Will you need to store food in the refridgerator? Y/N Which day prior to the event?

Childcare

Permission to meet at St. Benedict's for a meeting or event granted to any parishioner by this agreement does not permit them to offer childcare during the meeting times. This stipulation may be waived with the specific approval of the Rector. If permission is granted to offer childcare, this must be reserved through the Director of Children's Ministries, Courtney Vaughn at Courtney@MySaintB.org or 678-279-4304. Fees will be advised at the time of booking. The church is not responsible for payment of childcare fees.

Condition of Use

1. All organizations are expected to leave the building and grounds neat and clean. Lights shall be turned off, climate control systems adjusted as instructed, and garbage placed in the outside trash dumpster on the corner of the property.
2. If kitchen is used, then all surfaces must be cleaned and food put away.
3. Organizations using the building on a regular basis must present their requests to the church office no later than August 15th for the following calendar year. Space is filled on first-come, first-serve basis.
4. In the event there is a change in the organization's contact person, the parish office must be notified.
5. The building must remain locked at all times and doors may not be propped open.
- 6 The security alarm **must** be set upon exiting the building.
7. There shall be no smoking in any area of the building.
8. Alcoholic beverages are not permitted unless specific permission is given by the Rector.
9. **All** visitors to the building must sign in at the Reception Desk and wear a badge while on the church campus during school hours which are M-F, 6:30am - 6:30pm.
10. Groups which do not follow these conditions may be denied use of the building.

I agree to abide by the conditions and restrictions set forth in the Conditions of Use section of St. Benedict's Episcopal Church Building Use Policies.

Signature: _____

Date: _____

Print Name: _____

Name of Organization: _____

In office use:

Facility Use Manager: _____

Date: _____

This contract is not valid until approved by the Facility Use Manager at St. Benedict's Episcopal Church.

