

St. Michael & All Angels

Parish Hall Reservation

Name: _____

Purpose of reservation: _____

Date of event: _____

Signature: _____

Phone: _____

Email: _____

Date: _____

Approved by: _____

Date: _____

Please print off this form, sign it and turn it in to Teresa Wiggins or email signed copy to tmwiggins@sbcglobal.net. You will be notified when it has been approved and added to the parish hall calendar.

Guidelines

1. A reservation form must be filled out, signed and approved by member of parish council before it is added to the calendar.
2. You are welcome to use the kitchen during your event. All food brought in must be removed, kitchen cleaned and trash put in outdoor black trashcan.
3. The tables and chairs must be returned to their original state.
4. All floors must be swept. The broom and dustpan is located in the kitchen.
5. Bathroom must be left clean. Supplies are located under sink.
6. No items may be left in the hall. All materials, books, etc. must be removed each time.
7. You are responsible for making sure the doors are locked after your event.