



**Church of St. Raphael**

7301 Bass Lake Road, Crystal, MN 55428  
(763) 537-8401

Requestor's Name: \_\_\_\_\_  
Group Name: \_\_\_\_\_  
Today's Date: \_\_\_\_\_

## FACILITY USE REQUEST FORM

Requestor's Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
(Print first and last name)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Purpose of the Event: \_\_\_\_\_

1<sup>st</sup> Room Choice: \_\_\_\_\_ 2<sup>nd</sup> Room Choice: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_ Kitchen access needed? \_\_\_\_\_ Yes \_\_\_\_\_ No

Event Start Time: \_\_\_\_\_ AM PM Event End Time: \_\_\_\_\_ AM PM

Notes for Set up:  
\_\_\_\_\_

**READ AND INITIAL:**

\_\_\_\_\_ Each room has a standard set-up which should accommodate most events. If you are requiring a different set-up, you must fill out a room configuration form and coordinate through the Parish Office at (763) 537-8401. This must be completed 14 days prior to your event.

*Note: Due to unforeseen Parish events such as (but not limited to) funerals, missions, bible studies, etc... your request is subject to change. We will make every attempt to provide you with ample notice if anything supersedes your scheduled event.*

\_\_\_\_\_ Users shall NOT use premises for any illegal or immoral purposes and shall comply with all applicable state and local ordinances or regulations. Any specific rules of Lessor governing the use of the premises may be attached hereto. Users are required to return the premises and contents at the end of the use term in the same condition as received.

\_\_\_\_\_ Upon entry of the church and while on the premises, all participants and guests must be signed in on a guest registry. This is the responsibility of the host or group leader. Each person may sign in individually or, if more than 10 people the host or group leader can submit an attendee/guest roster 24 hours prior to the event. If a roster is submitted and additional individuals show up last minute, they must sign in separately. While on the premises, the host or group leader is responsible to ensure all people are accounted for and their whereabouts throughout the entirety of the event.

\_\_\_\_\_ **Doors for all events will be locked 30 minutes after the event start time.** It is the responsibility of the host or group leader to ensure that latecomers have the phone number of the host or group leader to let them in after doors are locked. **Doors cannot be propped open during an event!**

**EQUIPMENT USAGE (Includes non-renters):**

**Please Initial** each of the following to indicate that you understand and will comply with the conditions set forth by St. Raphael Church for use of any facility or equipment belonging to the Church.

\_\_\_\_\_ I willingly accept and assume full responsibility for the care of the equipment while in use.

\_\_\_\_\_ I understand that LARGE tables in rooms are NOT to be moved around during an event. Any reconfiguration that is required during a scheduled event will be done by a St. Raphael staff member only.

\_\_\_\_\_ I understand that should something happen to the equipment while it is checked out to me, I will be held financially responsible for the loss or repairs.

\_\_\_\_\_ It is the responsibility of the user to ensure the room (and kitchen if used) are cleaned and left as it was received. If additional clean-up is required, there will be a \$50 clean-up fee that will be taken from the rental deposit (if applicable).

\_\_\_\_\_ **(Rentals Only)** I will be charged only for items and/or services I am requesting below. I understand that any changes need to be made no later than 48 hours prior to the event date or I will be charged for everything checked below without refund.

**FEES & DEPOSITS (RENTALS ONLY).**

Refundable damage deposit and rental fee is due at the time the reservations are made OR two weeks in advance of the event (whichever comes first).

Refundable Damage Deposit	\$250	\$ _____ (due at signing of rental)
Special Event Insurance	\$110	\$ _____
Marian Hall Rental Fee	\$250	\$ _____
Conference Room Rental Fee	\$100	\$ _____ (Occupancy 20 persons or more)
Meeting Room Rental Fee	\$50	\$ _____ (Occupancy less than 20 persons)
Kitchen Rental	\$100	\$ _____
Total Due		\$ _____

**FOOD & BEVERAGE:**

Is the user providing/requesting food and/or beverage at this event? YES \_\_\_\_\_ NO \_\_\_\_\_

Is the user providing/requesting place settings (plates, silverware, etc.)? YES \_\_\_\_\_ NO \_\_\_\_\_

**Additional Notes/Requirements:**

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Is alcohol going to be available or being served at this event? \*Yes \_\_\_\_\_ No \_\_\_\_\_

**\*Insurance Coverage:** Insurance Coverage is required as per the Parish Policy.

**Cash Box Request:** (Follow normal cash box procedures)

Is a cash box needed for this event? YES NO

If YES, how many cash boxes are needed? \_\_\_\_\_

Total amount of cash requested \$ \_\_\_\_\_

- Cash requested must be approved by the Parish Administrator before the cash box is issued.
- Cash Box Procedures and Deposited Form must be filled out.

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### USER AGREEMENT

Signatures on this form indicates the agreement of the renter to the terms and conditions, and the approval of the User application by St. Raphael Catholic Church. By signing below, you agree to hold harmless the Church of St. Raphael, the Archdiocese of St. Paul and Minneapolis from all claims, liabilities, damages or right of action directly or indirectly arising out of the use of facilities. I affirm that all the information provided above are true and that I understand all policies and information provided. This event is NOT confirmed until you received notice from the Church Office.

(Rental Only) Facility Rental Fees of \$ \_\_\_\_\_ will be paid in full once the application and event details are approved and prior to the event start date:

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_