

**St. Patrick's Church, Victor, NY**  
**Building Usage Form**

Kindly read through and complete this form (3 pages) and return to:

**St. Patrick's Church, 115 Maple Avenue, Victor, NY 14564.**

**1. Name of organization, group or individual:** \_\_\_\_\_

**2. Type of Event\*** \_\_\_\_\_

**3. Are you working with a parish committee? If so, which one** \_\_\_\_\_

**4. Name of Contact:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

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

**5. Areas Requested** (Circle):    Parking Lot    Church    Field  
Parish Center    Living Room    Classroom    Children's Alcove

**FOR OFFICE USE ONLY**

Date rec'd: \_\_\_\_\_

Approved: \_\_\_\_\_

**6. Date(s) of Usage:** \_\_\_\_\_

**7. Time of Usage:** Set up, from \_\_\_\_\_ to \_\_\_\_\_

Event, from \_\_\_\_\_ to \_\_\_\_\_

Clean-Up, from \_\_\_\_\_ to \_\_\_\_\_

**8. Key Pick Up required?** \_\_\_\_\_

**Signature of Contact Person:** I agree to abide by the rules and regulations as set forth in the Building Usage Agreement and all included forms given to me.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

\*events are prioritized as follows - 1. Parish and Diocesan events 2. Parishioner (personal) events 3. Non Parishioner events

## St. Patrick's Church, Victor, NY

### Building Usage, page 2

Complete this form and return to **Cathy Fafone St. Patrick's Church, 115 Maple Avenue, Victor, NY 14564.**

**Initials**

I have received Parish Center Mass set-up photo (page 3) and will set up for Mass as shown (for weekend rentals).	
I understand that my application is "pending" until all paperwork is submitted.	
I understand that I have until fourteen days before the event to pay the room rental in full.	
I understand that the \$200.00 Security Deposit will be refunded only if the room has been cleaned and left as it was found and no damage to any property or equipment occurred. It is my responsibility to report damage immediately or within a 24 hour time period to the Parish Office.	
I understand that usage of all rooms require insurance coverage either through the Diocese of Rochester or through an individual, group or organization with a one million dollar single limit.	
I understand St. Patrick's is a smoke-free environment.	
I understand that I have only rented the room for the allotted time I requested and that time includes all set-up and clean-up times.	
I understand that no minors, persons under the age of 21 years, is to be allowed in any part of the facility unless accompanied by an adult and that the ratio is 1 adult to every 10 minors.	
I understand that St. Patrick's Church and all staff members employed by St. Patrick's are not responsible for the promotion of your event.	
I understand that all decorations must be free-standing and are not to be attached in any way to the walls, pillars or ceiling of any room.	
I understand it is my responsibility to turn off all lights, lock all doors and keys (that were picked up during office hours) are to be returned in the key box at the Parish Office.	
I understand that it is my responsibility to bring all foods, containers and decorations and that left overs must be taken and all decorations are removed when event is over.	
I understand that all garbage cans are to be emptied. Garbage must be bagged and tied and put into the dumpsters outside the Parish Center Kitchen. Kitchen floors are to be swept, bathrooms are to be checked and picked up and all tables and chairs are to be arranged as they were found.	

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Office Use Only:**

Date approved: \_\_\_\_\_

**St. Patrick's Church, Victor, NY**  
***Building Usage, page 3***

Parish Center set-up for weekend Masses (set-up to be complete 30 minutes prior to Mass times Saturday, 4:30 PM, Sunday, 8:30 AM, 10:30 AM and 5 PM.)

