

# ST. MATTHEW CATHOLIC CHURCH

10703 Wurzbach Road

San Antonio, Texas 78230-2499

(210) 478-5000 Fax: (210) 696-8858

## Facility Reservation Form For Organization(s) Use Only

Please complete this form to reserve the use of a room and/or building. **No facilities** will be reserved without this form. Snail mail, email (bzarazua@stmatts.org), fax (696-8858) or bring this form to the Administration Building as soon as possible. Please do not change rooms without prior approval and notify the office of any cancellations so that if needed, rooms can be reassigned.

(Fill in all possible **Yellow** Blanks)

Name of Organization: \_\_\_\_\_ Function Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

(Fill in if not on staff)

Home Phone: \_\_\_\_\_ Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Room Requested (if known): \_\_\_\_\_ - Tables Needed (Y / N) + # \_\_\_\_\_ Design Plan \_\_\_\_\_ -

Meeting Time: Start \_\_\_\_\_ End \_\_\_\_\_ Approximate # of Attendees: \_\_\_\_\_

(Estimate # if Room Requested is left blank)

Equipment Needed (Please Specify) \_\_\_\_\_

Month	Fill In The Actual Dates Needed -- (Every third Wednesday or such will not be accepted)					Date Comments	General Comments
	Week 1	Week 2	Week 3	Week 4	Week 5		
January							
February							
March							
April							
May							
June							
July							
August							
September							
October							
November							
December							

**PLEASE NOTE:** All facilities will be closed to non-liturgical meetings and/or events for the following days: (New Years Day, Martin Luther King, Jr., Ash Wednesday, Holy Thursday, Good Friday, Holy Saturday, Easter Sunday, Battle of Flowers Day, Day Before & Day of Church Festival (first Saturday & Sunday of May), Memorial Day, Independence Day, Assumption of Mary, Labor Day, All Saints Day, Thanksgiving, Christmas, Lent & Advent Mission Days)

**I Have Received and Accept and Will Abide By The Rules & Policies as stated on the back of this form (Tab2):**

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Office use Only

Room Assigned \_\_\_\_\_

Date Notified \_\_\_\_\_

Notified by (Email, Fax, Phone, Person) \_\_\_\_\_

## **RULES & POLICIES FOR ALL FACILITIES**

- 1 Users will not occupy facility earlier than as stated on the Facility Reservation Form. Event invitees will vacate at or before the end of the requested period as stated in the Reservation Form, which shall be no later than 9:30
- 2 Users must remove ALL decorations, equipment, rentals, catered items, etc. before leaving the premises.
- 3 No alcohol is allowed inside or outside of the building during the function or after meetings without prior approvals from the Facilities Manager and/or the Pastor.
- 4 **ST. MATTHEW CATHOLIC CHURCH IS A NON-SMOKING FACILITY.** Smoking is prohibited in any and all parts of the building.
- 5 All individuals attending functions are to confine their activities to the facility being used. This includes all children. Children are not to be left unattended.
- 6 Playing with balls is not allowed inside the buildings with the exception of the Gym.
- 7 Classroom Use:
  - 7.a. Each room in the McDonald Family Center is individually air-conditioned and works better with door closed.
  - 7.b. Cleanup and throw all trash in trash cans at end of meetings
  - 7.c. At end of meeting Turn Off All Lights and close the door.
- 8 Loitering about the grounds is not permitted, either during hours of use or after normal closing hours.  
No decorations of any kind may be attached, tied, glued, taped, pinned, nailed or stapled to any wall, door or doorframe of any of the facilities. No posters, notices, etc. will be allowed on the walls or doors in any of the buildings. Specific bulletin boards in the lobby areas will be designated for Parish notices only. All notices, postings, etc. are limited to those areas. The custodial staff is instructed to remove all others and destroy them, and the organization/staff/occupant violating this policy will not be allowed to use the building. Permission to reuse the buildings will be reviewed on a case-by-case basis. If the buildings have been defaced in any way, the responsible entity will be charged the cost of any repairs.
- 9
- 10 Candle use must be in containers or globes.
- 11 No after dinner mints, glitter or confetti on tables.
- 12 It is the responsibility of the USER to inform the caterers, decorators and florists of all restrictions. Caterers / Decorators must leave the facility as found.
- 13 The services of a uniformed, duly commissioned, law enforcement officer within the state of Texas will be required for all events with alcohol.
- 14 Use of facility will be used for purpose stated on Reservation Form or meeting will be terminated immediately.
- 15 Non-exclusive use of the parking area will be provided. St. Matthew Catholic Church assumes no liability for vehicles on its premises.

## **RESERVATIONS**

- 1 **To request a reservation, complete the light blue Facility Reservation Form with a one-week lead-time prior to the event. No last day or minute reservations will be taken. No reservations will be taken without out the form.**
- 2 Two (2) days prior to the event the room setup must be submitted in order to setup the room as requested. Otherwise, room will be setup in a standard manner. Changes will have to be accomplished by your organization.
- 3 **St. Matthew** does not accept reservations for the following dates: 1) New Years Day; 2) Martin Luther King, Jr.3) Ash Wednesday; 4) Good Friday;5) Holy Saturday; 6) Easter Sunday; 7) Battle of Flowers Day; 8) Day Before & Day of Church Festival (first Saturday & Sunday of May); 9) Memorial Day; 10) Independence Day; 11) Assumption of Mary; 12) Labor Day; 13) All Saints Day; 14) Thanksgiving; 15) Christmas; and 16) Lent & Advent Mission Days – All facilities will be closed to non-liturgical meetings and/or events)
- 4 All sports related activities for any facility will be coordinated through the St. Matthew's Athletic Director, Mike McGuire at 210-478-5027.
- 5 Notify the Facility Manager 478-5001 or the receptionist 478-5000 about any cancellations.
- 6 **NO SHOWS** will be recorded. After 3 NO SHOWS all future meetings will be cancelled. Reinstatement may occur after 3 months.
- 7 **ST. MATTHEW'S RESERVES THE RIGHT TO CANCEL AND/OR CHANGE ANY RESERVATIONS.**

## **MAINTENANCE PERSONNEL**

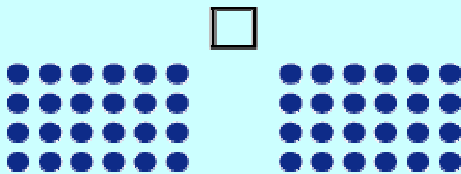
- 1 They know their duties and responsibilities as outlined and scheduled by the Facilities Manager.
- 2 Rooms not being used does not mean that they are available. Do Not ask maintenance personnel to open them for your use as they might already be setup for the next ministry meeting.
- 3 Our maintenance personnel are **willing to help when and where they can.** But, if YOU HAVE ADDITIONAL NEEDS, contact the Facilities Manager.

# DESIGN PLANS

## Room Setup Styles

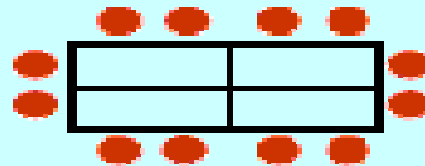
The following are examples of typical set ups:

Theatre or Lecture Style



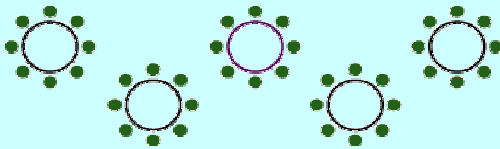
PLAN "A"

Conference (Boardroom) Style



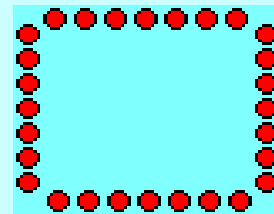
PLAN "B"

Banquet Style



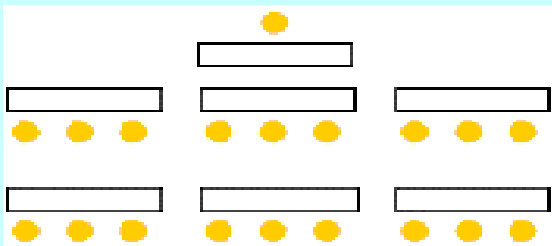
PLAN "C"

Circular



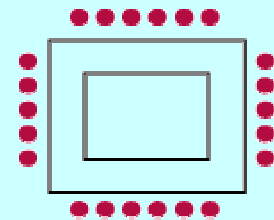
PLAN "D"

Classroom Style



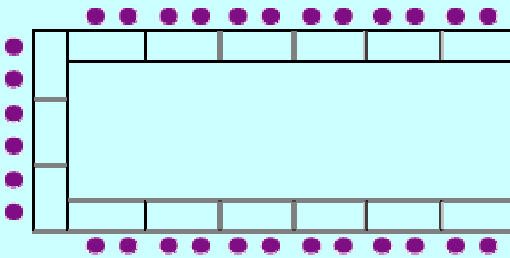
PLAN "E"

Hollow Square



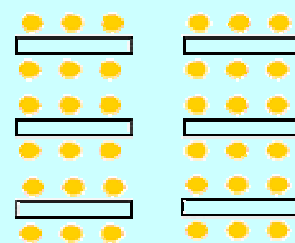
PLAN "F"

U-Shape



PLAN "G"

Islands



PLAN "H"

# INSTRUCTIONS

Use the TAB" key to move from one gold box to the next gold box

<b>Name of Organization:</b>	Enter name of an approved St. Matthew Organization. (if a scout type group, please enter troop number)
<b>Function Name:</b>	Enter the reason for using the room.
<b>Contact Person:</b>	Enter the name of the person responsible for this event.
<b>Email:</b>	Enter the email of the contact person.
<b>Phone Number:</b>	Enter the home, work and cell phone number of the contact person. (if you change phone numbers, it is your responsibility to notify St. Matthews).
<b>Room Requested:</b>	Request if known, a room number and if available it will be assigned to you, if not a substitute will be given to you. If no preference, enter in the box the number of attendees in the Approximate # of Attendees.
<b>Tables Needed (Y / N) + #</b>	Enter a Yes or No for tables needed. If Yes, enter the number of tables
<b>Design Plan</b>	See under the Design Plans Tab for a choice of setup. If left blank, we will set it up, however if you need to change it, then it becomes the responsibility of the organization to set it up.
<b>Meeting Time:</b>	Enter what time the meeting starts and what time it ends.
<b>Approx. # of Attendees:</b>	Enter the approximate number of attendees you are expecting.
<b>Equipment Needed:</b>	Enter any equipment that is needed (for ex: tv/vcr; tv/dvd, etc.)
<b>Fill In The Actual Dates Needed:</b>	Enter the actual dates you need the facility for. This form will not be accepted if you enter the 3rd Wednesday of the month, etc.
<b>PLEASE NOTE:</b>	No meetings on any St. Matthew facilities and/or grounds will be held during these holidays, period. Meetings will be allowed before 5:00 p.m. for the Lent and Advent Mission 3 days.

**I Have Received and Accept and Will Abide By The Rules & Policies as stated on the back of this form:**

**You have read the Rules and Policies under the next tab.**

**Signature** Please Type In Your Name. Emailing this back to me will be your electronic signature.

**After the form is filled out, email the entire workbook by sending to mail recipient under the "File Menu".**