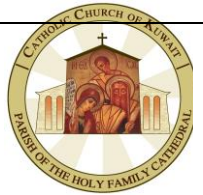


**PARISH OF THE HOLY FAMILY CATHEDRAL
KUWAIT CITY**



APPLICATION FORM FOR RESERVING HALLS / ROOMS

NAME OF MINISTRY / COMMUNITY / GROUP :			
NAME OF GROUP LEADER: Assistant as alternative (during leader absence):			
NAME OF SPIRITUAL DIRECTOR:			
SPACE REQUIRED			
<u>DAYS</u>	<u>TIMINGS</u>	<u>DATE (FROM)</u>	<u>DATE (TO)</u>
LOCATION OF HALL / ROOM #:			
AUDIO/VIDEO REQUIREMENTS: YES / NO (Refer guideline # 13)			
SNACKS & DRINKS: YES / NO (Refer guideline # 11 & 15)			
PURPOSE OF EVENT:			
NUMBER OF PERSONS ATTENDING THE EVENT:			
CONTACT DETAILS OF COMMUNITY / GROUP LEADER & Assistant:			
L.LINE:		CELL:	EMAIL:
L.LINE:		CELL:	EMAIL:

IMPORTANT NOTES:

- Reservation of Hall / Room must be made **one month** in advance, no spot reservations will be entertained despite availability of space. **Big event Reservations must be submitted two months in advance.**
- A community / group may use only the space (Hall / Room) assigned and specified in the event diary maintained by the Parish Priest. The maximum time limit for use of the space (Hall / Room) may not exceed 2 hours for a single group. No back to back booking can be made by the same group. All evening events should conclude by 10:00 P.M.
- The requestor agrees to reimburse the Church for all: breakage of, and damage to, the premises and property; and for expenses incurred for the removal of trash and/or clean-up if the hall / room is not restored to its original condition.
- The Parish Priest reserves the right to refuse the use of facilities or equipment to any group or individuals for non-adherence to the guidelines. In the event of a conflict the Parish Priest will render the decision as to locations based on need and size requirements.
- The application form is invalid without the signature of the Spiritual Director. Assistant Leader or a Group Member can sign off the form in the absence of the Group Leader. Original form should be submitted to the Parish Office in person. Fax or soft version of completed form or bookings by email will not be processed.
- Kindly read the Guidelines for use of "Church Premises" which forms an integral part of this "Reservation Form"

.....
SIGNATURE OF COMMUNITY / GROUP LEADER

.....
SIGNATURE OF SPIRITUAL DIRECTOR

DATE:

DATE:

DATE RECEIVED & SIGN

(Office Use Only)

GUIDELINES- HALL / ROOM RESERVATION & USAGE

- 1) A group may use only the space (Hall/Room) assigned and specified in the event diary maintained by the Parish Priest. The maximum time limit for use of the space (Hall/Room) may not exceed 2 hours for a single group. No back to back booking can be made by the same group. All evening events should conclude by 10:00 p.m.
- 2) One "Reservation Form" can be used to submit a schedule for a maximum period of two months. However the submission must be received 1 month prior to the first event stated in the schedule.
- 3) "Event calendar" will be displayed on the notice board covering a period of one week. First such "Event Calendar" will go display on Thursday Evening for Friday till Thursday based on the Reservations Forms received during that period. A soft version will be mailed to all "Leaders" at a regular frequency.
- 4) The booked premises will be open 5 minutes in advance of the scheduled event. It is expected that the activity will end promptly at the time stated. There may be other groups waiting to use the same facility. Failure to vacate the premises promptly will result in loss of meeting privileges in the future for an indefinite period.
- 5) Report any cleanliness problems and / or property or equipment damage observed when you first enter the premises. Immediately notify the *designated person of your observation. *The name of the "Designated Person" will be articulated at the time of booking of the premises and communicated by email whilst confirming the reservation.
- 6) As the Church has many multi-purpose halls / rooms groups using it at the same time are requested to have consideration and respect for other users, especially with respect to decibel levels.
- 7) When using an area of the Church:
 - a. Do not move any equipment from its normal location unless permission to do so has been given.
 - b. Particular care is to be taken when transporting furniture and equipment in order not to damage floors and paintwork and the equipment itself.
 - c. Replace all chairs and equipment taken out.
 - d. Place rubbish in waste bags and dispose it in the garbage bin outside the Church compound.
 - e. At the conclusion of event and after clean-up is complete and furniture restored to original condition (if applicable), turn off the lights, secure the windows and lock the door(s) as you leave.
- 8) Smoking and chewing gum is NOT permitted anywhere in the Church building.
- 9) Do not leave the doors / window's open when the air-conditioning system is functioning.
- 10) All signage's to be removed after your activity. Use of free-standing exhibits is encouraged. The use of tapes, thumb tacks, nails, hooks, MASKING TAPE, or other similar materials on walls or tables is prohibited. The ONLY approved adhesive tape to be used is "SCOTCH BRAND (3M) MAGIC TAPE" and is to be removed after the program.
- 11) No snacks / refreshments to be served unless prior permission has been obtained and adequate arrangements have been made for orderly distribution and disposal of leftovers. Spillage if any should be mopped and cleaned.
- 12) Any multimedia material should be approved by the Parish Priest in advance.
- 13) With the exception of music instruments, no sound or projection equipment may be brought in halls where such equipment is already installed without prior approval.
- 14) In case of publicity no group may use the name of the Church unless permission has been obtained in advance from the Parish Priest.
- 15) The applicant agrees to reimburse the Church for all: breakage of, and damage to, the premises and property; and for expenses incurred for the removal of trash and/or clean-up of the premises.

- 16) Only authorized persons (those designated by the Parish Priest) may have a key to the **halls / rooms**.
- 17) Priority will be given to events in the order stated below:
- a. Eucharistic Sacrifice,
 - b. Catechism / Neo-catechumen.
 - c. Marriage Preparation Course
 - d. Pre-baptism Seminars
 - e. Annual Retreats
 - f. Cathedral level events.
 - g. Prayer groups.
- 18) The degree and extent of denial of privileges for misuse of Church facilities is at the sole discretion of the Parish Priest.
- 19) The Parish Priest reserves the right to refuse the use of facilities or equipment to any group or individuals for non-adherence to the above **guidelines**. In the event of a conflict the Parish Priest will render the decision as to locations based on need and size requirements.

HALL & ROOM LOCATION

SERIAL NO. #	NAME OF HALL / ROOM	CAPACITY
FIRST FLOOR		
1	GOOD SHEPHERD HALL	100
2	ROOM # 8	70
3	ROOM # 7	75
4	ROOM # 6	75
5	ROOM # 5	75
6	ROOM # 4	70
GROUND LEVEL		
7	HOLY FAMILY HALL	
BASEMENT		
8	VIRGIN MARY HALL	
9	ROOM # 9	70
10	ROOM # 10	45
11	ROOM # 5	30
ANNEX		
12	PADRE PIO HALL "A"	75
CATHEDRAL		
14	ROOM ABOVE SACRISTY	30