

**Transfiguration Catholic Church & School
Room Request Form**

This form is required for any group that would like to meet or host an event on the Transfiguration campus. Please complete the form and return it to the Transfiguration School or Parish office.
Forms must be submitted a minimum of two weeks prior to the first meeting date.

All room request forms must be approved by a staff member before dates are considered for the calendar.

- Church groups & staff – please work with your staff liaison to plan dates, complete room request forms, and plan communication and promotion.
- School groups & staff – please work with the School office staff to plan dates, complete room request forms.
- Gym requests – additional approval by the Athletic Director. Please note, we do not “rent” the gym, it is only available for church and school athletics and events.

GROUP INFORMATION:

Name _____ Meeting/Event _____
Contact Person & Title _____
Phone _____ Email _____

MEETING OR EVENT INFORMATION:

Day and Date _____ Time (start and end) _____
Room Preference _____ Est. number of participants _____
Furniture or equipment needed _____

For recurring meetings, please enter all days and dates (attach a list if more space is needed):

**Please note that certain unforeseen events, including funerals, may necessitate relocation, rescheduling or cancellation of your regular meeting date. Thank you for your understanding!

PROMOTION:

Promotion of church and school events and meetings is available through the weekly bulletin, school newsletter, websites, and social media. Please note that we have space limitations and guidelines that may affect when and how frequently items are published.

Please send information to the following email addresses for consideration:

Church bulletin, website, and social media bulletin@transfigurationmn.org
School newsletter tiger@transfigurationmn.org

APPROVAL (initial & date):

Form received _____ Staff approval _____
Calendar approval _____ Gym use approval _____

Group Policy Agreement

Please read the following and sign at the bottom of the sheet.

- I understand that it is my responsibility to communicate with Phil Stoffel, Maintenance Director, at least two weeks ahead of time with any room setup requests.
pstoffel@transfigurationmn.org
- Transfiguration oftentimes has several groups meeting at the same time. Therefore, I understand that the meeting space(s) approved for my group are the only spaces that my group may be.
- I understand that if I move tables or chairs, it is my responsibility to move them back to their original position. If food or drink are consumed at tables, it is my responsibility to wash the tables afterwards.
- For groups/events that begin after Parish Office Hours, I understand that I as the group leader will be given a key fob to be let into the building. The key fob will allow for access to the building up to 30 minutes prior to my group's start-time. It is my responsibility to let members of my group into the building for our meeting. I may never unlock the front doors.
- I realize that the celebration of Sacraments is Transfiguration's first priority. Therefore, if a Funeral, Wedding, Baptism, special Mass, etc. are scheduled, my group may be asked to move to another room in the building or, in rare cases, to cancel our session.
- I understand that the Church kitchen may be used to prepare coffee unless it is being used to prepare a Funeral Luncheon. My group is free to use Transfiguration's coffee, cream, sugar, cups, and carafes. All of these items must be properly cared for (i.e. the carafes must be washed) and put back in their proper place after my group's meeting.
- I understand that alcohol is strictly prohibited unless prior permission is granted by the Parish Administrator.
- I understand that the charge for my group, activity, or study must be the cost of materials +10% (i.e. if the cost of materials is \$60, then each participant will be charged \$66) to cover overhead costs. I understand that if someone is in need of financial assistance to participate in a group, study, or activity, they may fill out a Financial Assistance Request Form in the Parish Office. I, as the group leader, may not offer free or discounted programming to anyone.
- I recognize that if these rules aren't followed, my group will be asked to stop meeting at Transfiguration.

Printed Name _____

Signature _____

Date _____