
Pastoral Region Two
Corpus Christi, Our Lady of Mercy, Queen of Martyrs
220 W. Siebenthaler Ave.
Dayton, Ohio 45405 (937) 274-2107

Facility Usage: Madonna Room/Founders Hall/McAuley Hall

1. **No** smoking, firearms, or illegal drugs allowed in the facility.
2. The presence of at least **two** responsible adults is required at all meetings/activities involving minors **under** 18 years of age. Names of responsible adults must be submitted when making reservations or when your yearly update is made.
3. Private party applicants **assume full responsibility** for any and all damages to the facility property, grounds and equipment. Proof of liability insurance is required: if you do not have it, it is available through the diocesan insurance provider for \$125.00 per day.
4. All users must reserve the hall, through the **Parish Center (937) 274-2107**. Facilities usage fees, if applicable, will be determined at that time.
5. **Yearly Updates** (group name, contact person, phone number, dates and times) need to be made through the parish center for **all church groups/organizations** for the upcoming year. Please have a representative from your group call the parish center to confirm your group's use of the **Madonna Room/Founder's Hall/McAuley Hall** by the **first Monday in July each year**.
6. **Please** maintain the rooms in a **clean and orderly manner**.
7. **Restore the table/chair arrangement to the way you found it!** If you are not able to do so please inform the Parish Center at the time you reserve the facility. **When restoring the table/chair arrangement please DO NOT DRAG the tables/chairs.**

8. **Clean** tables/chairs after use. Rags, soap, and dishpans are available in the kitchen.
9. If needed, dust-mops and brooms are available.
10. Please **Do not leave** leftover food. Take out everything that you brought in.
11. Collect and take out all **trash and rubbish** before you leave. For the **Madonna Room** the dumpster is located, in the parking lot, near the school building. The dumpsters, for **Founders Hall**, are located at the north end of the school building. No key is needed for the gates. For **McAuley Hall**, the dumpster is located directly across the parking lot.
12. Please use your own **paper goods, food, coffee, and other supplies** unless other arrangements have been made. Coffee makers may be used but should be unplugged, cleaned and put away prior to departure.
13. The use of the kitchen is available. All items used during the event/meeting must be **cleaned and put away**.
14. Use of **nails, screws, staples, tape or similar material to** fasten items or materials to walls, cabinets, windows, doors or tables is **forbidden**. **All decorations must be removed prior to departure**.
15. Make sure **all entrances** to the building are **locked**. Turn out all lights and shut all doors and windows. If thermostats have been adjusted, **reset to the original temperature**.
16. **ONLY UTILIZE THE SPACE THAT YOU HAVE BEEN ASSIGNED.**
Each area is clean and ready for use by other groups/organizations that have reserved or been assigned that space.

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Date: _____ **Key No.** _____

Facility Reserved: _____

Group Name: _____

Church Group: _____ **Non-Church Group:** _____

Contact Person(s): _____

Contact Number(s): _____

Weekly: _____ **Monthly:** _____ **Yearly:** _____

Beginning date: _____ **Ending Date:** _____

NOTES: _____

Signature: _____