

St. Michael Catholic Church

Ministry Room Use Agreement

To reserve space at St. Michael for ministerial use:

1. All requests need to be submitted through the website: <https://www.saint-mikes.org/submit-a-request>
2. Upon approval, the requester will be notified. Please review the specifications of the reservation and contact the office if any changes need to be made.

Room Use Guidelines:

1. St. Michael Catholic Church is a non-smoking facility.
2. Weapons are not permitted on St. Michael Catholic Church premises, with the exception of law-enforcement personnel.
3. All meetings are to be completed by 9:00pm when the building closes.
4. If furniture is added, taken away or moved for your meeting, please return the room to its original state.
5. All surfaces should be wiped down.
 - a. Cleaning Supplies and Paper Towels are provided in:
 - the closet of each classroom.
 - The service window in the Parish Hall
 - The storage closet of the Lake House Social Hall
 - Both kitchens
6. Any mess on floor should be swept up or vacuumed.
7. If trash receptacles are full from your event, please ensure that it is taken to the dumpster and a new liner is in place.

Kitchen Use:

1. Wipe down all surfaces.
2. Wash, dry and put away all dishes.
3. Wipe out sink.
4. Wipe down the stove after use.
5. Ensure all counters are cleared and ready for the next group.

Cancellation policy:

If your meeting gets cancelled, please let the church know so the calendar can be updated and open the space for another group.

Additional Information:

1. Under no circumstance are the following allowed: Helium balloons in the Parish Hall or Lake House Great Room; Birdseed or rice (dissolvable or otherwise); Confetti; Glitter; Fireworks (including sparklers)
2. Do not attach anything to the walls.
3. **No open flames are permitted.** All candelabras and candles must be contained in glass or other protective enclosure (i.e., globe, hurricane lamp, ceramic or non-flammable container).
4. If you find something needs maintenance or additional cleaning, please submit a request to: <https://www.saint-mikes.org/submit-a-request>