

ST. AGNES CHURCH  
22 BOSTON STREET  
MIDDLETON MA 01949

(978)774-1958 fax (978)774-1964

## FACILITY USAGE FORM

**Day & Date** of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Estimate of Number Attending: \_\_\_\_\_

Name of Event Coordinator: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

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

Type of Function & Hours: \_\_\_\_\_

Do you need a key: \_\_\_\_\_ Yes \_\_\_\_\_ No

Equipment being used: \_\_\_\_\_

Kitchen being used: \_\_\_\_\_ Yes \_\_\_\_\_ No

Stove Lit: \_\_\_\_\_ Yes \_\_\_\_\_ No

Special Hall Set Up: \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, see diagram included

Please contact Deborah Jones, the secretary, at (978)774-1958 for availability & authorization.

**I agree to comply with all policy and procedures for this event.**

Event Coordinator: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_

## **Groups using our Hall**

Please do not stack chairs against insulated pipes, partition walls and radiators.

Do not let water run continuously as our antiquated septic system will not be able to handle the heavy volume.

Vacuum - sweep floors – wash kitchen floor if necessary: (vacuum, brooms, mop and bucket located in broom closet near boiler room.)

Empty trash bags into dumpster and replace trash bags in trash barrels – break down all boxes before depositing them into the dumpster.

Last one leaving check restrooms for running water, put out the lights and lock all exterior doors.

Thank you