

## **St. Matthew's Anglican Church Booking Form**

*Thank you for your interest in booking space in St. Matthew's Anglican Church; this form will need to be completed and submitted back to "stmattscommunication" such that it can be presented at the monthly Vestry meeting for approval. Please note that Vestry meets on the second Tuesday of each month with no meetings held in July, August, or December. Should you wish to submit your request for consideration in one of those months, please submit to the Rector. Please answer all questions below so that Vestry has all the information required to consider your request. If you have any questions about the form, please contact us at [stmattscommunication@gmail.com](mailto:stmattscommunication@gmail.com)*

### Questions

1. Who is the primary contact for this booking? \_\_\_\_\_
2. What is the phone number for the primary contact? \_\_\_\_\_
3. What is the best email address for the primary contact? \_\_\_\_\_
4. Is there a group name or title associated with the booking? [*ie, Women's Group, Men's Group*]  
\_\_\_\_\_
5. What area of St. Matthew's space would you like to book? *Please select all that might apply. If you are flexible in what space you would like to book, please include that in the final question/comment*

**Basement Hall**

**Main floor kitchen nook**

**Sanctuary**

**Kitchen**

**Upper meeting room**

**Narthex**

6. What date would you like to book? \_\_\_\_\_
7. What is the timeline of your booking request? [*Please include set up, event duration, and clean up in your calculations*] \_\_\_\_\_
8. Please describe the nature of your activity for Vestry [*Helpful things to include: What will take place during your booking?*]
9. Approximately how many people are you anticipating/planning for? \_\_\_\_\_
10. Please note that it is the responsibility of all St. Matthew's bookings to ensure that the space is cleaned and back to how you found the space following your booking; please outline briefly what your plan is for ensuring the area is cleaned prior to locking up.
11. Please tell us a bit more about your event if appropriate [*Helpful to address: do you have a set up/clean up crew? Are there supplies you require for your booking like tables or chairs?*]

12. Who is the lock up person for your booking *This person is responsible for making sure that all lights and appliances are turned off [ovens/kettles/coffee pots/hot plates/dishwasher]*. This person will be the keyholder and responsible for unlocking/locking the church, ensuring all doors are locked, and alarm set. \_\_\_\_\_
13. If you do not have someone identified and will need to sign out a church key, please list the first and last name of this individual **as well as** a contact number **or** email address for this person  
\_\_\_\_\_
14. Will you be using the church's sound system for your event? \_\_\_\_\_
15. Is there anything else that you feel would be valuable to share with Vestry that relates to your possible booking in the church? If so, please share that with us here.

#### **Important information/Reminders**

*Thank you for filling out the above information/questions as it will help us better understand the nature of your booking request. Here is some important information for you to consider in regards to your booking. Please take what is of value and disregard what is not applicable to your request.*

#### ***Kitchen/Dishwasher/Food Serving Permit***

If your event will involve serving food/drink, you **must** fill out a "Food Authorization Permit"; applications can take up to 14 days to process from AHS before it is approved. If you plan to use the kitchen and/or serve food, please ensure that you also fill out the attached permit to submit to vestry with this booking form.

#### ***Cleaning***

It is the responsibility of the booking to ensure that the space that was utilized, is cleaned appropriately. Garbage cans are to be emptied and taken out to the bins outside the parking lot door and the space is expected to be vacuumed or mopped as appropriate. All cleaning supplies are stored in *either* the bathroom on the main floor or downstairs in the boiler room. If you have any questions about cleaning or the status of the space prior to your booking, please let a member of Vestry know.

#### ***Advertising your event***

It is entirely possible to advertise your event in the parish bulletin, on the parish Facebook page, and/or on the parish website; should you wish to advertise in any of these spaces, please reach out to [smattscommunication@gmail.com](mailto:smattscommunication@gmail.com) with the event details and we will do our best to accommodate timely and appropriate advertising.

I have read and agree to the terms above and have answered questions to the best of ability and knowledge of the booking at this time and commit to updating St. Matthew's Vestry if any of the details provided above are changed in a timely fashion.

Signature of applicant

Date form submitted

**For Vestry**

*This section is for Vestry to work through the Booking Process once the form has been submitted. Please ensure that the appropriate information is filled out, tracked, and saved in the Parish Office for future reference.*

Booking form presented to Vestry

Is there a Food Application form included?

Yes No

Vestry notified of booking/added to agenda

Month booking presented to Vestry

Yes No

Vestry approved/denied booking (circle one)

Food Application Permit submitted to AHS

Yes No

Conditions/comments from Vestry for the booking:

Booking contact aware of all the above on

by

Signature of Vestry member