

APPLICATION FOR USE OF ANNUNCIATION ACTIVITIES CENTER

Name _____

Email Address _____

Organization (if applicable) _____

Phone #: home _____

Phone #: work _____

Phone #: cell _____

Nature of Activity _____

Date Requested _____

Time Requested: From _____ To _____

I have read the guidelines regarding usage of Annunciation Activities Center and I agree to abide by them.

Signed _____ Date _____

Approved by: _____

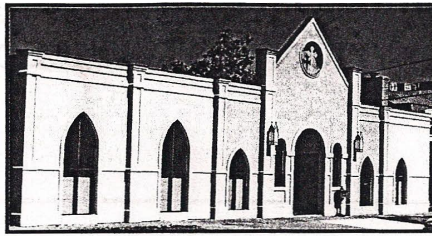
Approval for alcoholic beverages: Yes _____ No _____

	Date Received	Amount Paid
Deposit Paid (\$75.00)	_____	\$ _____
Fee Paid (\$150.00)	_____	\$ _____
Insurance Form	_____	faxed _____

Insurance application must be filled out & will be emailed upon receiving application w/payments.

Tablecloths used: _____	Cost \$5 each	Total Cost \$ _____
Napkins used: _____	Cost \$1 for 4	Total Cost \$ _____

(Please leave tablecloths on tables. Mary Hayden will pick them up and have them cleaned. You will be billed.)



**GUIDELINES FOR USE OF
Annunciation Activities Center**
823 College St.
Columbus MS 39701
662-328-2927

These guidelines should define procedures and responsibilities for the use of Annunciation Activities Center. The person in whom the responsibility is vested shall have complete authority to revoke any lease or agreement when he/she is of the opinion that the activities underway are not in the best interest of the Catholic community.

I. Center Availability

The offices of the Activities Center are not available to either parish or non-parish groups.

The Activities Center is available for use by:

- a. Parish groups and parish-related functions (ex.: Catholic Women of Annunciation, Knights of Columbus, CYO, etc.)
- b. Parishioners for approved functions (ex.: showers, reunions, receptions, etc.)
- c. Charitable non-parish functions (ex.: Blood Mobile, Scouts, etc.)

II. Fees

The fees charged for the use of the Center are as follows:

- | | |
|---|-----------------------------------|
| a. Parish function and parish groups | NO FEE |
| b. Deposit (refundable after inspection of facility) | \$75.00 |
| c. Parishioner use | \$150 |
| d. Charitable non-parish functions | NO FEE |
| e. Insurance for one time non parish unsupervised event | mandatory for non parish function |

III. Set-Up and Clean-Up

Arrangements and decorations are not provided.

User is allowed to use dishes, glasses, and tableware provided all are left in the condition and location they were found.

Tablecloths and cloth napkins are available for use with the following additional charges:

\$5.00 additional cleaning fee for each tablecloth used & \$1.00 cleaning fee for every 4 napkins used.

Tablecloths should be left on the tables.

The air conditioning and heating systems in both churches are sophisticated and sensitive.

To be adjusted, they require a code in order to be unlocked. DO NOT TOUCH THEM.

User is expected to perform basic clean-up (take out what you bring in).

IV. Kitchen

Kitchen must be cleaned after use and all food items removed.