

Information for Church & School Facilities Use

ANY REQUEST MUST FIRST BE APPROVED BY THE HEAD OF SCHOOL OR THE ASSISTANT HEAD OF SCHOOL.

Use of any area of the school or the church requires a facilities use request form, available in the school office, on the SMEDS website, or via email to canastase@stmarksdayschool.org.

Assistance with Facilities Request Form or use of tablecloths – please see Carol Anastase (Carol will coordinate with the church on use of any church facilities).

Key to Youth Center or any maintenance assistance – see Nancy Melcolm

Leatherbury Hall Reception – Three round tables in the center of the room for food; one large centerpiece in the center of the trio (provided by reception host); coffee set-up is located between the kitchen door and the stage; another drink table may be set up in front of the windows on Ionic Ave. side of the room. Upon request, small tables, with up to four chairs, are placed around the perimeter of the room for guests. If the kitchen will be used, please remove all food, return all tablecloths to Carol Anastase, clean any kitchen utensils or dishes that belong to the church, and leave the kitchen and the main hall in a clean and tidy condition for the next event. Trash will be taken to the dumpster by the our maintenance staff. If you have not been trained by the church staff on the sound system, please do not touch the system.

Auditorium Seating – Rows of seats, with a center aisle in the middle of the room. The number of rows will be based on the estimated attendance for program. The stage is available for use, but the closet **always** remains on the stage. Microphones are available (see Nancy M. or Marty).

NOTE: If you need to tape anything to the floor (cords, etc.) in Leatherbury Hall, please use the special purple tape that is provided by the church or SMEDS maintenance staff.

Youth Center – Everyday set-up is 4 round tables with 8 chairs each =32. If needed, there are 2 more tables with chairs located in the closet, for a total of seating for 48. Sofas and extra chairs are available around the room. TV, VCR, DVD and projector are available (you must be trained by the church staff on the use of this equipment). Please see Carol Anastase for use of tablecloths. If kitchen is to be used, please remove all food, bag the trash, clean the kitchen, and leave the Youth Center the way it was found. Trash will be taken to the dumpster by the maintenance staff. Please obtain the key to the Youth Center from Nancy Melcolm.

Dempsey Chapel – Everyday set-up is 4 rectangle tables, along the playground windows, with 6 chairs each. There is one 6' table along the solid wall for use.

Clingman Hall – Available: large round tables with chairs, 6' rectangular tables, microphone on a stand. Use of kitchen available upon request. **Diagram of your set-up is required.**

Meeting rooms available:

9 B – (SMEDS house at Ionic Ave. and Baltic Ave.)

Various rooms at St. Mark's Church

Date submitted _____

Date changed _____

**ST. MARK'S EPISCOPAL CHURCH/SCHOOL
FACILITIES USE REQUEST**

2010-2011

Event: _____

Event Date(s): _____ Event Time: _____

Kitchen Use Time: _____

Set-up Time: _____

Location: _____

Contact: _____ Phone: _____

How many expected: _____

What is needed - (tables, chairs, risers, microphone, TV, etc.).....

Coffee set-up needed? _____ YES _____ NO

Coffee, sugar, powdered creamer, Sweet-n-Low, stirrers, SMEDS napkins.
(Half & half creamer to be provided by contact person in charge of event.)

Miscellaneous needs :

Signed: _____ Date: _____

School copies to: Carol Anastase ___ Nancy Melcolm ___ Marty Rivers ___

Church copies to: Jane Arnold ___ Maintenance Supervisor ___

If needed, please draw a diagram of set-up on the back of this form.