



# Infant Jesus Parish Facilities Reservations Organization Registration & Contact Forms

## INSTRUCTIONS:

1. This form is available in both hard copy and digital PDF versions.
  - a. The PDF version may be filled in directly on your computer through a PDF reader application such as Adobe Reader. See the next page for how-to instructions. Once you have completed the form and saved it to your computer, it can be e-mailed to [Rectory@InfantJesus.org](mailto:Rectory@InfantJesus.org).
  - b. The hard copy (paper) version should be filled and then returned to the rectory. It can be dropped off in person during the Rectory's regular business hours or sent via mail to the address listed at the bottom of the page.
2. All Organizations must fill out only **ONE** copy of the '[Organization Contact Form](#)' and the '[Facilities Usage Form](#)' for each school year in order to have facilities reservation requests processed.
3. Larger organizations with multiple sub-groups (committees, ministries, etc.) must submit an '[Organization Contact Form](#)' and '[Facilities Usage Form](#)' for each sub-group.
4. If the contact information changes, please send in an updated form(s).
5. On the '[Organization Contact Form](#)', contact information for the Primary Contact is mandatory. If there is a Secondary Contact, please provide that information as well.
6. On the '[Organization Contact Form](#)', the 'Remarks' Section is for any information about your organization that you feel is necessary and related to facilities reservations.
7. Please read over the '[Facilities Usage Form](#)'. If there are any questions, or items you do not understand, please contact the Rectory.
8. These forms must be signed and dated. For electronic versions of the form simply type in your name.
9. If you have any questions, you may call the Rectory at 631-473-0165 or send an e-mail to [Rectory@InfantJesus.org](mailto:Rectory@InfantJesus.org).



# **These PDF Forms Are Digitally Fillable!**

**You can still fill out the forms on paper,  
but better yet, fill them out on your computer or device  
and send them back via e-mail.**

## **Method 1: Hard-copy (paper) forms.**

- 1.This is the simplest method. Hard-copies of the form are available in the Rectory. You may also print them out if you have received a digital PDF file copy of the form.
- 2.Please fill out the form with neat and clear handwriting and sign all the pages. The forms can be dropped off or mailed to the parish rectory at the address listed below.

## **Method 2: Digital-copy (PDF file) forms.**

- 1.You may have received a digital (PDF file) copy of the form in your e-mail. If you do not have one, they are available at the Infant Jesus website: [www.InfantJesus.org](http://www.InfantJesus.org). You may also contact the Rectory and request that a copy be e-mailed to you. See below for contact information.
- 2.Open the file on your computer. If you are having technical issues or questions, please contact the Rectory
- 3.Filling it out is for the most part just like using your favorite word processor. Click on the field you wish to enter and start typing. Repeat for most fields.
- 4.Some fields may be check-box fields. Click to add a checkmark, click again to remove it.
- 5.SIGNING THE FORM: Currently the digital version is not using secure digital signatures. Simply type in your name and date.
- 6.Rename and saved the completed form under a new file name (hint: 'Save As'). For example: Simply add your Organization name to the end of the file name. This will allow us to properly file and identify your organization.
- 7.You may print out the forms and return them in person or via mail to the Rectory, or you may send them to the Rectory as an attachment via e-mail. Contact information is listed below.
- 8.For help in using any of these features, please call or e-mail us at the Rectory. The contact information is listed below.



# Organization Contact Form

For Ministries, Societies,  
and Organizations

## Requesting the Use of Infant Jesus Facilities

To properly allow Infant Jesus to assist your ministry, society or organization in using our parish facilities and resources, we are asking that you renew your entities contact information each year. Please fill out this form as completely as possible and return to the parish rectory (Contact information listed below.)

**This sheet should only be submitted once a year, or when there is a change of information.**

**Organization Name:** \_\_\_\_\_

**Organization Type:** \_\_\_\_\_

**Primary Contact:** \_\_\_\_\_

---**Position:** \_\_\_\_\_

---**Phone Number(s):** \_\_\_\_\_

---**E-Mail Address:** \_\_\_\_\_

---**Mailing Address:** \_\_\_\_\_

**Secondary Contact:** \_\_\_\_\_

---**Position:** \_\_\_\_\_

---**Phone Number(s):** \_\_\_\_\_

---**E-Mail Address:** \_\_\_\_\_

---**Mailing Address:** \_\_\_\_\_

**Remarks:**

If there is any other pertinent information that is related to your organization and reserving facilities please use the space to the right.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Please return this form to the Infant Jesus Rectory Office.**



# Infant Jesus Facilities Usage Agreement Form

## Rules—Requirements—Obligations Regarding Usage of Infant Jesus Parish Facilities

### Administrative Requirements

1. *Facility/Event Request Forms* should be completed and submitted by July 17<sup>th</sup> of 2015 for the 2015-2016 school year. Events that are not pre-planned, must be submitted at least 7 (seven) days before the date of the event. On the **Event Dates:** line for single-date events, only use the '**From:**' field; for multiple-date events, use both the '**From:**' and '**To:**' fields.
2. Events that are off-site, or do not require the use of our facilities, should also be submitted so that they may be added to the parish calendar.
3. Reservations can **ONLY** be made in writing using the latest versions of the form.
4. Please fill out the form as completely as possible.
5. Please do not over anticipate your needs, only reserve the facilities that you need. **Do Not Overbook.**
6. Keys for the facilities reserved must be signed for at the rectory office.
7. Please inform the rectory office of any changes or cancellations ASAP to allow the use of the room for others.

### Set-up/Clean-up

1. An *Event Special Setup Form* must be submitted for each Event request. (The form is located on the back of the *Facility/Event Request Form*)
2. The event space must be left neat, with no trash, papers, spills or other debris on the tables, chairs and floor. The floor should be broom clean. Kitchens and food storage closets should be left as found.

### Security Requirements

1. All lights, audio, video, electrical, cooking, heating and other devices must be turned off before leaving the facility.
2. All doors and windows must be closed and locked as you leave the facility.
3. All keys must be returned after each event. There is a key drop box by the front door of the rectory in case the office is closed.

I have read, understand and agree to the above,

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**Signature**

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**Date**