



THE ARCHDIOCESE OF SAN FRANCISCO
OFFICE OF THE MODERATOR OF THE CURIA/VICAR GENERAL

ONE PETER YORKE WAY, SAN FRANCISCO, CA 94109-6602 (415) 614-5589 FACS (415) 614-5522

Request for Use of Pastoral Center
During Current Fiscal Year (7/1 through 6/30)
Holidays/Weekends/Evenings
(DAY USE: Advise attendees not to roam floor.)

Pastoral Center Office _____

Name of Director _____

Date of Request _____

Day/Date of Meeting/Event Day: SUN MON TUE WED THU FRI SAT Date: _____
(CHECK DAY(S))

Time of Meeting/Event (Duration) _____ to _____
Evening Meetings: Must conclude by 8:30 p.m. All participants must be out of the building by 9:00 p.m.

Purpose of the
Meeting/Event

Location of the Meeting/Event

____ 1st Floor Multi-Purpose Room _____ 3rd Floor Conference Room (Day Use Only - Out by 4:30 p.m.)

____ 2nd Floor Conference Room _____ 4th Floor Conference Room (Day Use Only - Out by 4:30 p.m.)

Number of Participants _____ from Chancery _____ from Outside Chancery

Day Meeting Parking

Because a meeting is scheduled, parking spaces are not guaranteed.

During business hours, please arrange parking at alternate site (see Alternate Parking Locations on back).

However, if there is a special need (person's position or physical limitations), arrange parking through Reception Desk.

____ Room Setup Required (Advise Facilities Services by email to leonj@sfarchdiocese.org, Ext. 5544)

____ Special I.T. Setup (Send request to it@sfarch.org)

Person in Charge of Meeting/Event (SEE BACK) _____ EXT. _____

Person Responsible for Security (SEE BACK) _____ EXT. _____

Person Responsible for Clean Up (SEE BACK) _____ EXT. _____

Remarks

Signature of Department Head _____

Date _____

Approval Code _____

Calendared _____

Date _____

PLEASE BE CONSIDERATE.

IF YOU DON'T NEED THE CONFERENCE ROOM, PLEASE CANCEL REQUEST. (SEE BACK, *ADDITIONAL NOTES*, 4.)

**PERSON IN CHARGE and/or PERSON IN CHARGE OF SECURITY
MUST BE ON PREMISES AT ALL TIMES DURING THE MEETING/EVENT**

DAY USE	EVENING USE
<ol style="list-style-type: none"> Make sure that Reception Desk (RD) receives: <ol style="list-style-type: none"> A <i>List of Attendees</i> at least one day prior to meeting. Instructions on how to direct attendees upon arrival (i.e., have them wait in the Lobby, send them to the conference room). Parking. Please do not plan on attendees parking in the lot. Provide your attendees with information on available parking in the vicinity (see below). If there is a person authorized to park (because of a special consideration), be sure to alert the RD and advise the attendee to do the following: <ol style="list-style-type: none"> At the gate, dial 5500 (using the dial pad) Announce name and meeting. Park on right side in Visitor Parking. No blocking of any vehicle. If there are no visitor parking spaces, they need to use alternate parking. All Attendees: Must enter One Peter Yorke door and sign in at RD. If the person is met in the parking lot, escort them to the RD to sign in. Refreshments/Lunch. Give the RD the name of the caterer and how to handle delivery when it arrives. Department is responsible for cleanup. 	<ol style="list-style-type: none"> Parking: See 1 under Additional Notes (below). Either the person in charge or the person in charge of security must monitor the parking access gate. Building Access: See 1 under Additional Notes (below). Either the person in charge or the person in charge of security must monitor access to the building. Sign-In Sheet (will be attached to approval) <ol style="list-style-type: none"> Attendees must sign in at meeting. On the work day following the meeting, submit a copy of the sheet to RD. End Meeting by 8:30 p.m. Everyone (staff and guests) must VACATE the building by 9 p.m.

ADDITIONAL NOTES

- After hours, neither the parking lot entry gate nor the door into the building may be propped open or left unattended. Both the gate and door must be monitored, by the Person In Charge of Security (named on front of form), until all participants arrive.
- At the meeting, advised attendees of EMERGENCY PROCEDURES (posted in meeting rooms) and nearest exits.
- In the event of emergency, adhere to the following: (Note: If necessary, person responsible for security – listed on front of this form – should contact Security prior to the event to review any security issues/concerns.)
 - Follow evacuation procedures, if necessary.
 - Be sure to account for all attendees.
 - Attendees should not be allowed to return to the building until safe to do so (i.e., advised by fire/police department or emergency responders).
 - DAY AFTER MEETING - Advise Department Director, Vicar for Administration, and Security of unusual situation or emergency that occurred.
- To cancel a meeting: Send an e-mail to reception@sfarchdiocese.org
- Fiscal Years: Please do not combine fiscal years on one request. You may start submitting requests for the upcoming fiscal year on June 1 of the current fiscal year. (Example: For Fiscal Year beginning 7/1/2014, you may start submitting requests 6/1/2013.)

ALTERNATE PARKING LOCATIONS

<u>Sutter Place Garage</u> 1355 Sutter Street San Francisco, CA 94109 Hourly/Daily Parking 3 minute walk to Chancery Note: Entrance – Sutter Street Exit – Franklin Street	<u>Nihonmachi Parking</u> 1832 Buchanan Street San Francisco, CA 94115 Hourly/Daily Parking 6 minute walk to Chancery Note: In Japantown	<u>1000 Van Ness Garage</u> 1000 Van Ness Avenue San Francisco, CA 94109 Hourly/Daily Parking 4 minute walk to Chancery Note: Near Movie Theater	<u>Central Parking System</u> 1150 Post Street San Francisco, Ca 94109 Hourly/Daily Parking 4 minute walk to Chancery Note: Between Franklin Street and Van Ness Avenue
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