



Mary Queen of Peace Parish Facilities

To reserve a room simply go to our parish website to check availability on the parish calendar and fill out a Facilities Request Form: <https://www.mqpwg.org/Resources/Calendar>

**All event chairs should reserve space so we are aware of specific rooms, times and dates needed.*

Mary Queen of Peace Facilities Request Form

This Form must be completed, signed, and approved before your request is confirmed.

You will receive a confirmation email once your dates are approved.

Do not publish any meeting date before receiving approval.

Once your event is confirmed, it will be placed on the online calendar.

Room Reservation Priority

1. Sacramental Preparation, Religious Education and Faith Formation Programs
2. School, Parish School of Religion and Youth Ministry
3. Parish Ministries and Organizations
4. Sports

PARISH FACILITIES ARE NOT AVAILABLE DURING MASS TIMES ON HOLY DAYS OF OBLIGATION

Terms and Conditions Governing the Use of MQP Facilities

There will not be a maintenance person to assist with your event. You/Your Organization are responsible for Set up/Clean up/and Tear down. Please:

- Leave the room the way you found it.
- Collect all trash and haul it to the dumpster.
- Turn lights off and lock doors.
- Ask where you can obtain cleaning supplies if you are not familiar with them.

If your organization would like to hire the maintenance staff to help set up or clean up your event, please contact Sue O'Leary, Business Manager, in the Parish Office at 314-962-2311 or sueoleary@mqpwg.org

School Building/Parish Center (gym)

The Parish School has use of the school/gym during regular school hours Mon. – Fri. (7:30 am – 3:00 pm)

The Parish School of Religion (PSR) has use of the school, gym and cafeteria on Tuesdays 6:30 pm – 8:00 pm

The gym/Holy Family room/board room/cafeteria/library/pavilion may be scheduled as follows:

Mon., Wed., Thurs., and Fri. from 3:00 pm to 10:00 pm

Tues 3:00 pm to 6:00 and 8:30 pm to 10:00

Sat. from 8:00 am to 10:00 pm

Sun. from 12:30 pm to 10:00

Kitchen/Cafeteria Facilities

The kitchen should be reserved and keys obtained from Parish Office. Please return the kitchen to its original state of cleanliness at the end of your function. All kitchen utensils and equipment must remain in the kitchen.

Lubeley Room

Mon. – Sat. 8:00 am to 10:00 pm

Sun 12:30 pm to 10:00 pm

Please Contact Angela Fiordelisi, Parish Office Manager, with any questions at 314-962-2311 or afiordelisi@mqpwg.org

Obtaining and Returning Keys:

Lubeley Room

- Keys for the Lubeley Room may be picked up at the Parish Office Monday – Friday from 8:30am to 6:30pm.
- Keys must be returned immediately after the event to the Parish Office or dropped through mail slot in side door after hours.

School Building

- Key Cards are needed to gain access to all exterior doors of the school building and may be picked at the Parish Office Monday – Friday from 8:30am to 6:30pm.
- Interior room keys are stored in 2 lock boxes in the school building. (Across from Concession Stand and inside East Door)
- The lock box code can be obtained from the parish office and will be changed periodically
- To open lock box: press code and turn knob, making sure to return the knob to locked position
- Return keys through the slot on the top of the lock box and return key cards to the Parish Office

Key Card Instructions:

Double Tap Feature:

- Key cards have the Double Tap feature which enables you to keep the doors in locked or unlocked mode
- Simply swipe the card twice, making sure to remove the card from reader between swipes
- It allows you to keep the doors unlocked for your meeting or event and lock the doors at the end of the event

Important Reminders:

- **Doors should never be propped open. It is reflected in our reporting and will signal an alarm that is sent to the parish office.**
- **Please make sure the building is left locked.**
- **No children should ever be using key cards or be given the access code to the lock box.**