

ORGANIZATION INFORMATION

Organization _____
 Coordinator _____
 Email _____
 Phone _____
 Setup Contact _____
 Email _____
 Phone _____
 Cleanup Contact _____
 Email _____
 Phone _____

All Supplies & Items must be removed from the hall at the end of each event. _____(initial)

HALL EVENT INFORMATION INTERNAL

Event Name _____
 Event (Date/Time) _____
 Setup (Date/Time) _____
 Cleanup (Date/Time) _____
 Type of Event _____
 Approx Number of Guests _____

OFFICE USE ONLY

Dates of Use _____
 Received in Office
 Initial _____ Date _____
 Calendar Updated _____
 Ministry Notified _____
 Supplies Copied _____

TABLES/CHAIRS

Round (5ft)
 Qty _____
 Rectangular (8ft)
 Qty _____
 Narrow Rectangular
 Qty _____
 Chairs
 Qty _____
 Require Setup Y N

FOOD/BEV PLAN

Y N
 Food Served?
 Alcohol Served?
 Outside Vendor?
 NOTE: Catering & Alcohol policies may be obtained by contacting the Parish Office.

AUDIO/VISUAL

N/A
 Projector
 DVD
 Microphone

PAPER PRODUCTS

N/A
 Dinner Plates
 Dessert Plates
 Bowls
 Cold Drink Cups
 Silverware
 Napkins
 Clamshells Small
 Clamshells Large
 Large Trash Bags
 Other

MAIN KITCHEN

N/A
 Sink
 Stovetop
 Warming Ovens
 Kitchen Freezer
 Aux Freezer
 Refrigerator
 Cookware
 Slim Trash Bags

COFFEE STATION

N/A
 Coffee Makers
 Coffee Regular
 Coffee Decaf
 Cups
 Condiments
 Stirrers

HALL FACILITY REQUEST FORM (INTERNAL)



The approval of all requests is on a first-come first-serve basis in the following order of Priority: Church, School & Religious Education, Parish Organizations, and Other Organizations. We reserve the right to reschedule as needed.

Please complete all fields on this form email to facilities@sjccs.net.

All Persons using the facility are responsible for the conduct of those persons or members attending the function this includes complying with all laws of the US, SC, Anderson City & County ordinances. In addition persons shall take all steps necessary to ensure the premises are kept clean and all areas are clean and trash removed upon departure. Any damage should be immediately reported to the above email for repair. No one may use nails, screws, wires, tape, or tacks on the walls, ceilings or floors. Keys may be requested from the Parish Office and will be issued during normal business hours and must be returned to the office at the beginning of the next business day. Safety equipment shall not be tampered with and doors shall remain free of obstruction during all activities. This is a Non-smoking property.

(Rev2 4/19/2023)

I have read and understand the policies for use _____(initial)

HALL INSPECTION CHECKLIST

Initial _____ Date _____
 Pre-Checklist _____
 Post-Checklist _____
 Notes: _____

