

ORGANIZATION INFORMATION

Organization _____

Coordinator _____

Email _____

Phone _____

Setup Contact _____

Email _____

Phone _____

Cleanup Contact _____

Email _____

Phone _____

All Items must be removed from the Office at the end of the event. _____(initial)

SPACE USE REQUIREMENTS

Y N

Exclusive Use?

Wipe Board?

TV?

DVD?

Pulpit Announcement? Date(s) _____

OFFICE EVENT INFORMATION

Event Name _____

Event (Date/Time) _____

Setup (Date/Time) _____

Cleanup (Date/Time) _____

Type of Event _____

Approx Number of Attendees _____

OFFICE ONLY

Dates of Use _____

Initial Date

Received in Office _____

Calendar Updated _____

Ministry Notified _____

Admin Copied _____

OFFICE USE REQUIREMENTS

N/A

Class (Describe) _____

Meeting (Describe) _____

Activity (Describe) _____

Serving Food/Snacks? _____

TABLES/CHAIRS

Card Table

Qty _____

Rectangular (8ft)

Qty _____

Narrow Rectangular

Qty _____

Chairs

Qty _____

Require Setup Y N

OFFICE EVENT FACILITY REQUEST FORM

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. 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. Safety equipment shall not be tampered with and doors shall remain free of obstruction during all activities. This is a Non-smoking property.

(Rev1 4/24/2023)

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

STAFF ONLY

Y N

Poster Required?

Flyers Required?

Free Will Collection?

Stipend Required?