

### ORGANIZATION INFORMATION

Organization \_\_\_\_\_  
 Coordinator \_\_\_\_\_  
 Email \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Setup Contact \_\_\_\_\_  
 Email \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Cleanup Contact \_\_\_\_\_  
 Email \_\_\_\_\_  
 Phone \_\_\_\_\_

**All Items must be removed from the Church at the end of each weekend. \_\_\_\_\_(initial)**

### CHURCH EVENT INFORMATION

Name/Date \_\_\_\_\_  
 Advertise Time \_\_\_\_\_  
 Setup (Date/Time) \_\_\_\_\_  
 Cleanup (Date/Time) \_\_\_\_\_  
 Type of Event \_\_\_\_\_  
 Approx Number of Guests \_\_\_\_\_

### OFFICE USE ONLY

USE Date \_\_\_\_\_  

	Date	Initial
REC	_____	_____
CAL	_____	_____
CONF	_____	_____
REQ	_____	_____

### CHURCH NARTHEX

N/A  
 Selling Items (Describe)  
 \_\_\_\_\_

Advertisement Present?

Description \_\_\_\_\_

Date(s) \_\_\_\_\_

Storage Required?

Item Description \_\_\_\_\_

Storage Amount \_\_\_\_\_

Donation Bins?

Date(s) \_\_\_\_\_

### TABLES/CHAIRS

Small Rectangular  
 Qty \_\_\_\_\_

Rectangular (8ft)  
 Qty \_\_\_\_\_

Narrow Rectangular  
 Qty \_\_\_\_\_

Chairs  
 Qty \_\_\_\_\_

Require Setup Y  N

### MAIN CHURCH USE

**Y N**

Exclusive Use?  
  Wipe Board?  
  Sound System?  
  Projector/Screen?  
  Pulpit Announcement? Date(s) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### CHURCH 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](mailto: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 4/21/2023)

**I have read and understand the policies for use \_\_\_\_\_(initial)**

### STAFF ONLY

**Y N**

Repose Blessed Sacrament ?  
  Recording Permitted?  
  Poster Required?  
  Flyers Required?  
  Free Will Collection?  
 \_\_\_\_\_

Stipend Required?  
 \_\_\_\_\_