

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

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

OFFICE USE REQUIREMENTS

- N/A
- Class (Describe) _____
- Meeting (Describe) _____
- Activity (Describe) _____
- Serving Food/Snacks? _____

OFFICE USE ONLY

USE Date _____

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

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?