St. Jude The Apostle - Calendar Planning Form

Part I – Your Identity, Organization and Event

|  |  |  |  |
| --- | --- | --- | --- |
| PARISHIONER NAME |  | EVENT TITLE |  |
| TODAY'S DATE |  | MINISTRY/GROUP |  |
| PHONE # |  | FACILITY USAGE TIME |  |
| EMAIL |  | APPROX. NUMBER OF PEOPLE |  |

Part II – Date/Dates and time

1. Put down the date and the time which would include time for setup or cleanup.
2. If it is a recurring event, do not put all year, please list the dates that you want.
3. One-time event

|  |  |
| --- | --- |
| DATE and TIME OF EVENT |  |
| START TIME NEEDED FOR ROOM |  |
| END TIME |  |

1. Recurring event listing the specific dates on which you will have the event

|  |  |  |
| --- | --- | --- |
| EVENT DATE and TIME | START TIME NEEDED FOR ROOM | END TIME |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Part III – Facility Desired

Please be aware that your event should fit the facility that is desired - if you have a meeting of 20 people and you ask for the Parish Life Center, it may be denied.

Church \_\_\_\_\_\_\_\_\_\_\_\_ PLC\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Kitchen \_\_\_\_\_\_\_\_\_\_\_ REC \_\_\_\_\_\_\_\_\_\_\_\_ WIFI needed \_\_\_\_\_\_\_\_\_\_\_\_

Double Room\_\_\_\_\_\_\_\_\_ Single Room \_\_\_\_\_\_\_\_ Sink needed \_\_\_\_\_\_\_\_\_ DVD needed \_\_\_\_\_\_\_\_

Responsible Party for Keys (2 people) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trained Kitchen personnel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AGREEMENT**

1. Forms missing required information will be returned for completion before the process of your request begins.
2. Cancellations must be submitted to the Parish Office at least 48 hours before the scheduled event/activity.
3. Be respectful of others in meetings or working nearby. Keep conversations quiet in hallways. Close classrooms doors during your meeting.
4. Please adhere to the guidelines for the Religious Education Center and the Parish Life Center.
5. Children must never be left unattended. All children must be supervised by a parent or authorized/cleared adult according to the provisions of the For Sake of God’s Children program.

**In applying for use of a Parish facility, I agree to comply with all the instructions above.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



Keys issued \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_