

Meeting/Event Reservation Form

Our Parish Mission embodies coming together as a community to further the mission of the Catholic Church for the greater glory of God. These facilities have been built by the generosity of our parishioners to be used by our members to fulfill the work of Jesus and build up our faith community. While all SEAS Ministries and Organizations are eligible and encouraged to utilize the buildings and grounds, it is expected that they work with the parish staff to ensure that our facilities are properly reserved for appropriate Church/Parish activities. Use of Parish Facilities without approval can result in forfeiture of future use.

This form must be completed and approved, and a Facilities Usage Agreement signed before any meeting or event is placed on the parish calendar.

* Required

1. Email *

2. Parish Ministry/Organization Making Request *

3. Name of Event & Event Details *

4. Date of Event *

Example: January 7, 2019

5. Dates if this is a Regularly Occurring Meeting/Event

6. Approximate Number of Attendees

7. Event Start Time *

Example: 8:30 AM

8. Event End Time *

Example: 8:30 AM

9. Time Needed for Set Up/Clean Up (ministry /organization responsible for all set up/clean up)

*

10. Space Being Requested (check all that apply) *

Check all that apply.

- ☐ Parish Hall (Main Room)
- ☐ Parish Hall (Side Assembly)
- ☐ Kitchen
- ☐ Classrooms
- ☐ Grounds (Outside)
- ☐ Fire Pit
- ☐ deSales Chapel
- ☐ Gathering Space
- ☐ Sanctuary/church

11. Parish Equipment Needed (check all that apply)

Check all that apply.

- ☐ Parish Hall Sound System
- ☐ Projector
- ☐ Projection Screen
- ☐ Portable Speakers
- ☐ Other: _____

12. Will Food be Served? *

Check all that apply.

- ☐ YES
- ☐ NO
- ☐ If Yes, check this box if kitchen will be utilized.

13. Will Alcohol be Served? *

Check all that apply.

- ☐ YES
- ☐ NO
- ☐ If Yes checked, I understand that proper permits must be obtained.

14. Is this Event Open to the Parish? *

Mark only one oval.

☐ YES

☐ NO

15. Is this a Child Friendly/Child Focused Event? *

Check all that apply.

☐ YES

☐ NO

☐ If YES answered above; do you have enough SET Trained Volunteers

☐ Check here if YES

☐ Check here if NO

16. Is There a Fee to Attend this Event? *

Mark only one oval.

☐ YES

☐ NO

17. Name of Event Coordinator *

18. Coordinator Email *

19. Coordinator Phone Number *

Additional Information for Requestor

Requests are reviewed on a first come basis. Parish Events ALWAYS take precedence. Our facilities are made possible through the generosity of our parishioners, therefore, we expect that anyone using our facilities will respect our parish community by taking responsibility for ensuring the space is left in proper condition for others. Once this event/meeting is approved, a Facilities Usage Agreement must be signed by the person in charge of the event. The agreement is available for review on the website and in the parish office. If you have any questions please contact Kate Kane: 910-488-1797 / kkane@seaschurch.net.

Once your event is approved, we are here to help you make you event a success. If you wish to have your event advertised in the bulletin, website, or FaceBook, please email the specifics to Carol Johnson: cjohnson@seaschurch.net. Advertising can begin 4 weeks prior to the event. Carol is also able to assist with sign-up sheets and flyers. Please note that information may be edited and that Deacon announcements are at the discretion of the Deacon.

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