

**ST. PETER CATHOLIC CHURCH**  
**200 E. WASHINGTON STREET/208 E. WASHINGTON STREET (MAILING ADDRESS) SLINGER, WI 53086**  
**OFFICE PHONE: 262-644-8083 (EXT 2105)      FAX 262-644-7951**

**GUIDELINES FOR ORGANIZING AN EVENT AT A ST. PETER'S FACILITY**

(FORMS AVAILABLE IN THE PARISH OR SCHOOL OFFICES AND ON OUR WEBSITE)

**EVENT CHAIR IS RESPONSIBLE FOR :**

- Submitting the **"St. Peter Parish Event Form"** (attached) to the parish office 14 days prior to event.
- Read, initial, date and return the **"Event Closing Responsibilities Checklist"** (below) to the **parish office no later than 3 days after event.**
- All efforts have been taken to provide you with a clean and functional facility before you begin your event. Therefore clean- up is **required** after using the facilities. If clean-up is not completed, an additional charge will be assessed to your organization.

**EVENT CLOSING RESPONSIBILITIES CHECKLIST (MUST BE RETURNED TO PARISH OFFICE NO LATER THEN 3 DAYS AFTER EVENT)**

TODAY'S DATE: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_  
PHONE #: \_\_\_\_\_ NAME OF EVENT: \_\_\_\_\_ DATE(S) OF EVENT: \_\_\_\_\_

**CONFERENCE ROOMS IN CLARE HALL, CHURCH HALL & SCHOOL**

\_\_\_\_\_ Clean tables / chairs and put in designated areas  
\_\_\_\_\_ Vacuum / Sweep / Mop, when needed  
\_\_\_\_\_ Turn off stereo, receiver, TV if used  
\_\_\_\_\_ Empty garbage cans, replace bag, take to dumpster

**BATHROOMS**

\_\_\_\_\_ Check toilets, flush if needed  
\_\_\_\_\_ Clean floors of any paper or other waste  
\_\_\_\_\_ Empty garbage if full

**CLEANING SUPPLIES** are available for your use and located in the supply closet between Conference Rooms 114 & 115 in the Church Hall.

**KITCHEN AREA (Church and/or Clare Hall)**

\_\_\_\_\_ Turn off food warmer / ovens (don't forget to check the gas)  
\_\_\_\_\_ Wash & Dry Dishes / Put them away  
\_\_\_\_\_ Wipe down all counters / serving area / refrigerators / microwave  
\_\_\_\_\_ Clean all kitchen sinks that were used  
\_\_\_\_\_ Fridge, freezer doors are closed tight and food is labeled  
(unlabeled food will be disposed of)  
\_\_\_\_\_ Sweep kitchen floor, mop when needed  
\_\_\_\_\_ Empty garbage cans, replace bag, take to dumpster

\_\_\_\_\_ **TURN OFF ALL LIGHTS AND LOCK ALL DOORS**

\_\_\_\_\_ **RETURN KEYS OR PUT BACK IN LOCK BOX**

REVISED 2020

**THIS COMPLETED PAGE MUST BE Initialed \_\_\_\_\_ Dated \_\_\_\_\_ AND  
RETURNED TO PARISH OFFICE NO LATER THEN 3 DAYS AFTER EVENT!**

Office use only  
\_\_\_\_\_ rec'd in office

# ST. PETER EVENT FORM

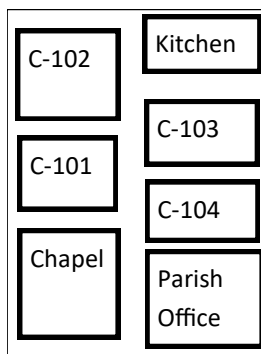
(Submit 14 days prior to event)

TODAY'S DATE: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
 EMAIL ADDRESS: \_\_\_\_\_ NAME OF EVENT: \_\_\_\_\_ DATE(S) OF EVENT: \_\_\_\_\_  
 (as it will appear in bulletin/calendar) (attach separate page if necessary)  
 EVENT START TIME: \_\_\_\_\_ EVENT END TIME: \_\_\_\_\_  
 DATE(S) FOR SET UP: \_\_\_\_\_ TIME SET UP BEGINS: \_\_\_\_\_ TIME CLEAN UP ENDS: \_\_\_\_\_

PLEASE CHECK ALTERNATE ROOM CHOICE IF APPLICABLE—1 FOR 1ST CHOICE & 2 FOR 2ND CHOICE— ALL DATES ARE SUBJECT TO APPROVAL

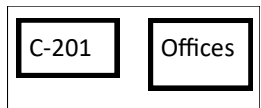
## SELECT ROOMS: CLARE HALL FIRST FLOOR

\_\_\_\_ C100 Kitchen ONLY  
 \_\_\_\_ C101 (4-8ft. Tables, seats up to 20)  
 \_\_\_\_ C102 (2-6ft. Tables, seats up to 12)  
 \_\_\_\_ C103 (1 conference table, seats up to 12)  
 \_\_\_\_ C104 (1-7.5ft. table, seats up to 6)



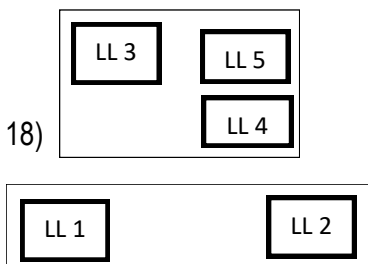
## SECOND FLOOR

\_\_\_\_ C201 (5-8ft. Tables, seats up to 26)



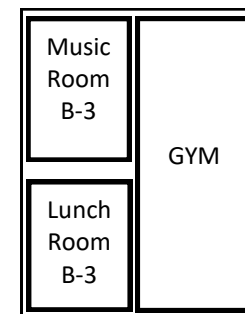
## LOWER LEVEL

\_\_\_\_ LL1 (4-4FT. TABLES, 1– 2X8 TABLES,  
 2-6ft tables, seats 22)  
 \_\_\_\_ LL2 (comfortable Chairs & Couch, seats 18)  
 \_\_\_\_ LL3 (2-8ft. Tables, seats up to 14)  
 \_\_\_\_ LL4 (2-6ft. Tables, seats up to 11)  
 \_\_\_\_ LL5 (1-5ft. Round table, seats up to 10)



## SELECT ROOMS: ST. PETER SCHOOL

\_\_\_\_ GYM (20-8ft. Tables, 110 folding chairs)  
 \_\_\_\_ B-3 Music Room (seats 20 people)  
 \_\_\_\_ B-4 Lunch Room (seats 50 people)

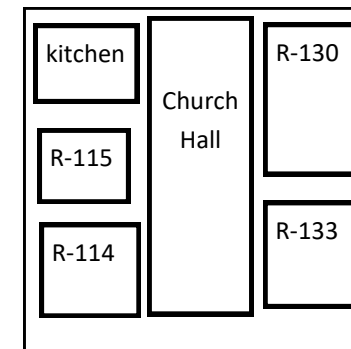


## SELECT ROOMS: CHURCH & Lower Level

\_\_\_\_ CHURCH  
 \_\_\_\_ Gathering Space in Church (chair count: 40)

## GATHERING SPACE COFFEE BAR (MUST CONTACT EILLEN X2207)

\_\_\_\_ R-116 Kitchen  
 \_\_\_\_ R-100 Church Hall (seats 180)  
 \_\_\_\_ R-114 Conference Room (seats 12)  
 \_\_\_\_ R-115 Conference Room (seats 20)  
 \_\_\_\_ R130 Large Conference Room (seats 40)  
 \_\_\_\_ R133 Small Conference Room (seats 18)



**INDICATE ALL ADVERTISING PREFERENCES : (14 day notice)**☐ **PRIVATE DO NOT PUBLISH**☐ Publish on **Parish, School, Keynotes** Calendar/Website (circle all that apply)☐ Print announcement in bulletin (attach copy) **DATES** \_\_\_\_\_☐ Make Pulpit Announcement (attach copy) **DATES** \_\_\_\_\_☐ Quarterly Parish Newsletter (Mar, June, Sept, Dec)☐ Relevant Radio (free)☐ Archdiocese Parish Districts (Washington & Dodge County) (free)☐ Local Newspapers (only if free)**WE WILL NEED THE FOLLOWING ITEMS  
FOR OUR EVENT:**☐ Tables/Chairs set up for \_\_\_\_\_ people.☐ attached diagram ☐ no diagram☐ 6" Small Plate Qty: \_\_\_\_\_☐ 10" Plate (1 compartment) Qty: \_\_\_\_\_☐ 10" Plate (3 compartment) Qty: \_\_\_\_\_☐ 9x9 x3 Hinged (1compartment to go container)☐ 6x6x3 Hinged (1 compartment to go container)☐ Plastic Forks, Qty: \_\_\_\_\_☐ Plastic Knives, Qty: \_\_\_\_\_☐ Plastic Spoons, Qty: \_\_\_\_\_☐ Paper Napkins, Qty: \_\_\_\_\_☐ Paper Table-Runner(s) for \_\_\_\_\_ tables☐ 12 oz Bowl Qty: \_\_\_\_\_

Qty: \_\_\_\_\_

☐ 8 oz Hot Cups Qty: \_\_\_\_\_☐ 10 oz Juice Cups Qty: \_\_\_\_\_

***You are required to contact Rita (x2208)  
within 3 days after event with the  
actual amount of supplies used .***

**IF YOU NEED THE FOLLOWING FOR YOUR EVENT CONTACT :****RITA x2208:**

Raffle License Information, Cashbox, Money Bags,, Change, Counting / Deposit or  
Collection Service

**VILLAGE HALL FOR :**

Beer/Beverage License Information, Licensed Bartender is your responsibility

**PLEASE RETURN ANY UNUSED PAPER PRODUCTS TO PROPER PLACE**

Office use only

\_\_\_\_\_ rec'd in office

\_\_\_\_\_ sent to maintenance