



EVENT REQUEST FORM

Group Name: _____

Contact Information: _____

Event Name: _____

Date Requested: _____

Start Time: _____ End Time: _____ Set Up/ Clean Up Times: _____

Facility/ Room Requested: _____

Equipment Needed for Event:

Tables Yes / No How Many

Chairs Yes / No How Many

Microphone Yes / No

AV Equipment Yes / No Type _____

Podium Yes / No

Description of Event:

Are you charging for event, if so how much: _____

Will you be serving food: Yes / No Will there be alcohol served: Yes / No

Would you like parish help promoting your event? Yes / No

If yes, please provide details of how we can help promote and we will provide you with instructions for the appropriate staff to handle and the deadlines for information to be published.

Parish Approval: _____

Date Approved: _____

Event Request Guidelines

- 1) Form must be filled out 6 weeks prior to event with all planning details
- 2) Parish will review request and if appropriate, seek approval from pastor
- 3) Parish calendar will dictate priority of event bookings as follows:
 - a. Parish sponsored events will take first priority (ie. Fall Festival & Spring Auction)
 - b. School and PREP programs, as largest ministries of the parish
 - c. Complex scheduling programs over multiple days (ie. CRHP)
 - d. Other Ministry sponsored events
 - e. 3rd party events of parishioners
 - f. 3rd party events of non-parishioners
- 4) Facility requests will be prioritized based on expected number of attendees at given event
- 5) Equipment needs must be known prior to event to ensure staff has adequate time to allocate equipment on campus to events scheduled on any given date
- 6) It is expected that all tables and chairs will be set up and broken down by group sponsoring the event
- 7) All facilities must be vacuumed, swept or otherwise cleaned and trash must be removed and taken to dumpsters
- 8) If facilities are not left as found, the following will occur:
 - a. 1st time : Ministry will need to pay cleaning fee of \$200
 - b. 2nd time: Ministry will be required to give a \$200 refundable deposit for all future events
 - c. 3rd time: Ministry will no longer be allowed to host events on campus