

Request For Special Activity

Name of Organization: _____ Date Submitted: _____

Person requesting activity: _____ Phone#: _____

Detailed description and purpose of special activity: _____ Email: _____

Proposed Dates for Activity: _____

Proposed Location for Activity: _____

Proposed Times for the use of facility (including set up): _____

Estimated number of attendees: _____

Equipment/Set-up needed: **Please attach a diagram of the proposed set up.****New Facility Usage Fee schedule: Effective July 1, 2016****Activities with no food or Coffee, Donuts, and Cookies there will be NO fee.****Please refer to the acceptable food list. Activities with Cake or other foods (1-75 people) there is a fee of \$75.00, (76-150 people) there is a fee of \$125.00. Plus Insurance if required.**

Do not write below.

Approved Initials: _____

Submit this form to Carmen (hand it to Carmen in person or email stvincentchurch@sumtercatholic.org), and she will email you as to whether your submission has been approved. Retain a copy of this form.

Notes to organizations:

1. Please submit this form directly to Carmen (stvincentchurch@sumtercatholic.org) who will contact you about possible calendar conflicts, or you may discuss dates with her while filling out the form before submitting it to her.

2. These rules apply to off-site activities as well.

3. The Pastor's and Business Manager's written approval of the activity on this request form is necessary *before* any of the requests or the publicities below are carried out. Articles, announcements, etc. submitted before the activity is approved or submitted more than 4 weeks before the activity may be discarded. Special consideration might be given for some events to have more than two weeks of announcements or articles, or to have them considerably earlier than the event.

Bulletin articles – Requests for bulletin articles (a typed sample article) for only the two issues prior to the event must be emailed directly to bulletin@sumtercatholic.org by Tuesday, 2 ½ weeks before the first article.

Bulletin inserts – Defined as a separate page to be stuffed into the bulletin. Requests for the issue prior to the event must be submitted directly to Kelli by Tuesday, 2 ½ weeks before the issue is distributed. Organizations must provide volunteers to copy and insert approved sheets. Call Kelli 330-0220 for arrangements.

Announcements – Requests for Mass Announcements must be submitted 2-3 weeks in advance by emailing the information to bulletin@sumtercatholic.org.

Narthex – Please contact reception if you would like to submit items for the narthex. Limited signage is utilized to maintain a reverend atmosphere. These will be posted by office staff after staff obtains the appropriate approval.

News Publicity – About 2 weeks before the newspaper/bulletin deadline, email a sample article to request publication of events in local news and other parish bulletins. Send to: churchoffice@sumtercatholic.org.

Clean-up – The day the approved activity ends (such as after the last weekend Mass each approved weekend), organizations are responsible for removing all decorations, posters, etc., and bringing leftover perishables off-site (home, to the soup kitchen, elsewhere).

3. For activity with church funds, two people must be present at all times with the money. Money must be distributed for the purpose it was collected ASAP.