

Facilities Request Form

Msgr. John M. Kuzmich Life Center

Revised: 7/24/18

YOUR EVENT MUST BE ON THE CHURCH CALENDAR. Call the church office at 489-3537 ext. 243 to schedule.

Please complete this form and return it to Geri Schmidt via the church office. Or return via email to gschmidt@saintv.org.

Please complete this form even if you do not require any setup needs.

Name of Event? _____	
Date of Event? _____	**Building access time? In: _____ Out: _____
Group/Organization _____	Event start time? _____
Contact person _____	Event end time? _____
Contact Phone # _____	Number of persons attending? _____

***Access time includes the time before and after your event in which you are in the building.*

Room:

Café

Equipment

- Refrigerator/Freezer
- Oven/Stove
- Microwave

Check
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Food & Drink

- Carry-in _____
- Prepared on site _____

Will Alcohol be Served?

- Yes _____
- No _____

Red Conference Room

Equipment / Set up required

- Podium
- TV (computer/video display)
- Laptop Computer (Windows)
- DVD Player
- CD player
- Wireless Internet
- Easel
- Other: _____

Check	Quantity
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Will minor age children be present?

- Yes * _____
- No _____

* Adults must complete diocesan safe environment certification

Fireplace Room

Equipment / Set up required

- Podium - Microphone single
- TV (computer/video display)
- Laptop Computer (Windows)
- DVD Player
- CD Player (music)
- Wireless Internet
- Easel
- Other: _____

Check	Quantity
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Weekend / Evening Events

- Custodial personnel needed: Yes _____ No _____
- (An agreed upon fee will be charged)

Main Room

Equipment / Set up required

- 8 ft. rectangle tables (8 available)
- Round tables (18 - 60" available)
- Chairs (200 available) (stacks of 8)
- 16' x 9' Screen
- Video Projector/Sound System
- Laptop Computer (Windows)
- Podium - Microphone single
- DVD Player
- CD Player
- Wireless Internet
- Easel
- Other: _____

Check	Quantity
<input type="checkbox"/>	
<input type="checkbox"/>	
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Your Responsibilities:

Chairs & tables put away. **DO NOT DRAG FURNITURE.** Use appropriate carts from the Maintenance Room for moving equipment. Get key to Maintenance Room door from the church office prior to event.

Area clean up (Cleaning supplies/equipment are located in Maintenance Closet near East entrance door)

Counters cleaned and unused coffee disposed

Trash removed (place bags of trash in trash bin outside East entrance door)

Check restrooms (**report any problems**)

Vacuum (small vac located in Maintenance Closet; large vac in Maintenance Room)

For Office Use Only:

Date Received: _____

Attach your requested layout to this form.

Report problems & leave message on ext. 217. A phone is located in the Café and the Red Conference Room.

Emergency: Call Josh Bratten 260-460-0267 or Ed Soberalski 260-710-0011

Authorized representative signature: _____ Date: _____