

Facilities Request Form St. Vincent de Paul Parish Hall

Revised 7/24/2018

YOUR EVENT MUST BE ON THE PARISH MASTER 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:

- Full Parish Hall
- Full Parish Hall with wall divider in place
- South side of Parish Hall (stage side)
- North side of Parish Hall (kitchen side)

Check

Kitchen Access:

Yes _____
No _____

Will Alcohol be Served?

Yes _____
No _____

Will minor age children be present?

Yes * _____
No _____

* Adults must complete diocesan safe environment certification

Equipment / Set up required

- Long tables (50 available)
- Round tables 20 - 60" available)
- Lunch tables (10' long w/ seating for 16)
- Chairs (300 available -- stacks of 10)
- Podium - Microphone single
- Stage - Microphone multiple
- TV (computer/video display)
- Laptop Computer (Windows)
- DVD Player
- CD Player (music)
- Video Projector & Screen w/ sound system
- Wireless Internet
- Other: _____

Check Quantity

Check	Quantity

Weekend / Evening Events

Custodial personnel needed: Yes _____ No: _____

Kitchen personnel needed: Yes _____ No: _____

(An agreed upon fee will be charged.)

Attach your requested layout to this form.

(NOTE: ONLY AUTHORIZED PERSONNEL ARE TO OPERATE THE FOLDING WALL)

Your Responsibilities:
Stage area is to be clean & not used for storage (if you need storage space contact Josh)
Items posted on walls and use of hook areas must have prior approval (removal required after event)
Chairs & tables put away (DO NOT DRAG FURNITURE -- use appropriate cart for moving equipment)
Area clean up:
Counters cleaned and unused coffee discarded
Remove trash (place bags of trash in dumpster outside Door #1)
Check restrooms (report any problems)
Check coat rack
Turn off all lights

Report problems & leave message on ext. 217- phone is inside Maintenance area door.

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

Authorized representative signature: _____ Date: _____

For Office Use Only:

Date Received: _____