

# Facilities Request Form St. Vincent de Paul Spiritual Center

Revised: 7/24/2018

**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:**

- Chapel (No food or drink)
- Full Community Room (A and B)
- Full Community Room and Chapel
- Community Room A
- Community Room A and Chapel
- Community Room B

Check

**Will Alcohol be Served?**

Yes \_\_\_\_\_  
No \_\_\_\_\_

**Will minor age children be present?**

Yes \_\_\_\_\_ (Adults must complete diocesan safe environment certification)  
No \_\_\_\_\_

*(NOTE: Room A has direct access to kitchen & restrooms. The serving room is passage to restrooms & kitchen for Room B.)*

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

**Equipment / Setup required**

- Long tables (available upon request)
- Round tables (8 on A; 8 on B available)
- Chairs (approx. 150 available)
- Microphone - Community Room
- Microphone - Chapel
- TV (computer/video display)
- Laptop Computer (Windows)
- DVD Player
- CD Player (music)
- Wireless Internet
- Podium
- Easel
- Other: \_\_\_\_\_

Check	Quantity

**Weekend / Evening Events**

Custodial personnel needed: Yes \_\_\_\_\_ No \_\_\_\_\_  
(An agreed upon fee will be charged.)

For use with Windows \_\_\_\_ Mac \_\_\_\_

**Attach your requested layout to this form.**

*Standard furniture layout is 8 tables with 6 chairs on each side of divider wall.*

Your Responsibilities:
Return tables and chairs to their original configuration
Area clean up:
Counters cleaned and unused coffee disposed
Trash removed (Place bags of trash outside kitchen door)
Check restrooms
Check all rooms - clean & put away everything used
<b>Turn off all lights and PA system</b>

For Office Use Only:
Date Received: _____

Report problems & leave message on ext. 217- phone is in Chapel entrance.

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

Authorized representative signature: \_\_\_\_\_ Date: \_\_\_\_\_