

# Scheduling Request Form

*Please fill out this form with your request for use of facilities up to a one-year period. It is important that you completely fill out this form. New forms must be submitted annually.*

Event Name: \_\_\_\_\_ Organization Sponsoring the event: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Person Phone: \_\_\_\_\_

## **Person, with keys and code, responsible to open & close building:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Area of Church Requested: \_\_\_ Church/Sanctuary \_\_\_ Narthex \_\_\_ Outside the Entrance

Area of Parish Life Center (PLC) Requested: \_\_\_ Air Lock \_\_\_ Classroom (rm \_\_\_\_\_)

\_\_\_ Founder's Room \_\_\_ Hallway \_\_\_ Kitchen\* (copy of rules given Y or N)

\_\_\_ Liguori Hall \_\_\_ Outside the Entrance PLC (under the awning)

\_\_\_ Youth Center (Approval req'd/rec'd by YM) \_\_\_

\_\_\_ Other: Please Specify \_\_\_\_\_

Expected Attendance\*: \_\_\_\_\_ Date(s) of the event- Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Time of the event:** Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Set-up Date(s)- \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Copy for Bulletin: Y/N (attached w/ request) Copy Approved: Y/N

Date(s) to be in Bulletin: \_\_\_\_\_

Cleanup **must be immediately** after the event.

Time needed to clean each day: \_\_\_\_\_;

Extension time needed for cleaning: Y or N

Reason Needed: \_\_\_\_\_

**When the event is over, all materials must be removed.**

How often? (daily, weekdays, monthly, etc.) - \_\_\_\_\_  
if multiple days or events are requested, please attach a separate sheet *for each*:

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Any exceptions to the frequency? (certain dates, months, etc.) \_\_\_\_\_

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\*-Your group might need to be moved to a different room to accommodate another request  
Comments and equipment needed: (be as specific as you can to your needs i.e. # of tables, chairs, sound system, microphone, other. Will you need someone to run the sound equipment?)

Also, please indicate if you are bringing in entertainment, guest speakers, musicians, etc.)

**Approval for non-parish participants is required.**

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Please return this form as soon as possible.

If changes are necessary, they may require a new scheduling request form.  
(Please initial below)

\_\_\_\_\_-Last minute arrangements or changes may not be possible, please plan accordingly.

\_\_\_\_\_-Please contact the office as soon as possible if the event is being canceled OR changing any details of this event.

\_\_\_\_\_-The person requesting the space must have read and signed the policy form  
**AND be present** at the event being scheduled.

**Any flyers or handouts about your event MUST be approved through the church office, no exceptions**

Office Use Only.    Date Received: \_\_\_\_\_    Approved:    \_\_\_\_ Yes    \_\_\_\_ No  
Available: \_\_\_\_    Narthex Available: \_\_\_\_\_    Copy for bulletin article provided: \_\_\_\_\_