

# Facilities Request Form

## St. Vincent de Paul Parish Hall

Revised May 2022

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

**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 \_\_\_\_\_

**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


\* Adults must complete diocesan safe environment certification

**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)
- 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 for Facilities at 260-750-3129. A phone is inside the Maintenance area door.**

**Emergency: Call Facilities 260-750-3129**

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

**For Office Use Only:**

Date Received: \_\_\_\_\_