

Pope John XXIII Building Use

_____	Date entered In E-calendar
_____	Date entered In LCC calendar

Today's Date: _____

One Time Use Date: _____

OR

Is a Key Needed?	Yes ☐	No ☐
Pick up Date:	_____	
Return Date:	_____	

Recurring Dates: _____
must be renewed each year

Event: _____

Time Start: _____ End: _____

Setup Date & Time (if needed) _____

Clean up time (if needed) _____

Contact: _____ Phone: _____

Email: _____

Number of Guests: _____ (max 200 for Parish Center)

Small groups meet in the classrooms. Rooms 9 & 11 and 8 & 10 are larger and have a TV in it. Unless you are having food or doing something messy, please use a classroom for your get together for groups of 20 or smaller.

Classrooms:

☐ meeting room (max #12)

☐ 5&6 (max #20)

☐ 8&10 (max #20)

☐ 9&11 (max #20)

Parlor: ☐

Main Vestibule: ☐

AV Setup

Monitors: ☐ Yes / ☐ No

Extension cords: ☐ Yes / ☐ No If yes, number _____

Microphone: ☐ Yes / ☐ No

Computer: ☐ Yes / ☐ No

Set up for Parish Center

Tables (how many of each)

Oval - seats 8, total of 15: _____

Rectangle:

12 foot, total of 1: _____

10 foot, total of 5: _____

8 foot, 30" deep, total of 2: _____

8 foot, 36" deep, total of 2: _____

Chairs only: ☐ Yes / ☐ No if yes how many _____

Chairs outside of room: ☐ Yes / ☐ No if yes how many _____

Please describe the table and chair setup:

Oven: ☐ Yes / ☐ No

If you are using the oven or stovetop, make sure to turn ON the exhaust fan which is located to the right of the oven on the wall. When done, make sure to turn the oven and/or stovetop OFF and the exhaust fan off.

Alcohol: ☐ Yes / ☐ No

If you use our tablecloths, you will need to launder and return them in the same condition as you received them within 1 week of the use of our building.

Or you can pay \$25 per tablecloth for us to dry clean them.

If Linens are NOT returned, a \$60 charge will be billed per tablecloth.

Please remember to clean up after yourself which includes washing and putting away dishes and sweeping floors.

Remember to turn off all the lights, lock up when you leave and return the key to the office the next day.