

# REQUEST TO SCHEDULE EVENTS

## EPIPHANY OF THE LORD CATHOLIC COMMUNITY

<b>Name of Event:</b>			
<b>Requested By:</b>			<b>Date:</b> <input style="width: 100px;" type="text"/>
<b>Desired date(s):</b>	<b>from:</b> <input style="width: 100px;" type="text"/>	<b>to:</b> <input style="width: 100px;" type="text"/>	<input type="checkbox"/> Recurring
<b>Day of the week:</b>	<input style="width: 100%;" type="text"/>		
<b>Start/end time:</b>	<b>from:</b> <input style="width: 100px;" type="text"/>	<b>to:</b> <input style="width: 100px;" type="text"/>	
<b>Set up/end time:</b>	<b>from:</b> <input style="width: 100px;" type="text"/>	<b>to:</b> <input style="width: 100px;" type="text"/>	
<b>Room(s) Requested:</b>	<input style="width: 100%;" type="text"/>		
<b>Number expected:</b>	<input style="width: 100%;" type="text"/>		
<b>Resources:</b>	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Nursery	<input type="checkbox"/> Audio/Video
<b>Details:</b>	<input style="width: 100%;" type="text"/>		
<b># of Chairs Needed:</b>	<input style="width: 100%;" type="text"/>		
<b># of Tables Needed:</b>	<input style="width: 100%;" type="text"/>		
<b>Contact Person:</b>	<input style="width: 100%;" type="text"/>		<b>Email:</b> <input style="width: 100px;" type="text"/>
<b>Day Phone:</b>	<input style="width: 100%;" type="text"/>		<b>After Hours Phone:</b> <input style="width: 100px;" type="text"/>
<b>Group/Ministry:</b>	<input style="width: 100%;" type="text"/>		
<b>Group Leader:</b>	<input style="width: 100%;" type="text"/>		
<b>Staff Person:</b>	<input style="width: 100%;" type="text"/>		
<b>Key Needed:</b>	<input style="width: 100%;" type="text"/>		

1. All activities need to be scheduled through the parish office by filling out an *event request & doors lock/unlock form*.
  - a. **Events should be scheduled at least 24 hours in advance.**
  - b. **Weekend events should be scheduled by Thursday at 4:30PM**
2. Space will be scheduled for meetings on a first come, first serve basis. Rooms are scheduled according to the number of people expected. If a conflict of scheduling arises, the parish administration will reassign meeting spaces. *(You will receive notification if changes are made)*
3. Setup and teardown including cleanup is the responsibility of the group having the event. It includes the following:
  - a. Restore room to original setting.
  - b. Clean up spilled items.
  - c. Empty garbage cans and take trash to dumpster at back of parking lot.
  - d. Clean kitchen and lounge and all appliances and utensils used.
  - e. Do not leave any food or drinks in the refrigerators, coolers, or tables.
  - f. Turn off lights, heating, or cooling.
4. In the event of a meeting cancellation **you are required** to notify the office as soon as possible.