

Parish Event Request/Notification

St. Joseph Most Precious Blood St. Peter's

Name of Person/Group Hosting Event: _____

Name of Contact Person (if different than above): _____ Phone: _____

Parishioner who will be present during event: _____

Type of function/Name of Event or Activity _____

Description of Event _____

Is there a cost to participate? No Yes \$ _____

Date(s) requested: _____ If recurring – Start date: _____ End date: _____

Time of Day: Begin: _____ End: _____

(Set up and clean up time must be included in hours requested)

Target Audience _____

Ministry sponsoring event (if applicable) _____

Number of guest/attendees anticipated: Adults (over 18) _____ Youth (12-17) _____ Children (under 12) _____

Will child care be provided? Yes No

When will this event Put in bulletin Advertised on web site/Church Calendar Posted on Facebook/Twitter
need to be:

Date _____ Date _____ Date _____

Bulletin information must be provided no later than the Tuesday morning before the Sunday in which the information is to be published. Please provide the information you wish to have published in the space below:

I have access to the building (key) I will need access to the building

Facilities needed (please check all that you plan to use)

St. Joseph

- Blue room Cafeteria (yellow room)
- Youth room Kitchen
- Narthex/Foyer Area Hillman Room
- Parish Hall Other (specify) _____

MPB

- Basement
- Kitchen

St. Peter's

- Parish Hall

Equipment needed (please check all you plan to use)

- TV/VCR/DVD Sound System Coffee Pot/Drink Thermos'

RESPONSIBILITIES FOR BUILDING USE, KITCHEN ETIQUETTE AND OTHER IMPORTANT INFORMATION IS ON THE BACK

**Complete this form and turn into Parish Office at least 4 weeks prior to the event or
E-mail to: parish.office@catholic-community.org**

RESPONSIBILITIES AFTER BUILDING USE

Please note that it is the responsibility of the group or individual using the facility to set up, clean up and return the facility to normal setup after the approved event or activity.

1. Collect all garbage into bags and put it in the dumpsters/outside trash cans.
2. Wipe off tables. If food or drink is involved, wipe all tables using a mild soap and water solution. If stains occur, please notify office so correct cleaning solutions can be used to remove stains.
3. Return all tables, chairs, easels, and any other equipment to their proper placed after your event. Return all rooms used to their normal set up.
4. If using the kitchen, please wash and dry all dishes used and return them to the correct cupboard. Take all extra food and beverage with you unless specific plans for usage have been make. Wipe counters and leave kitchen clean and ready for the next use.
5. Sweep floors and mop as needed. Report any damage to equipment or property promptly to the parish office.
6. Remove any items put up on the walls or set out in connection with your event.
7. If the building is not in use when your even is finished, please check that all doors are locked, windows are closed and lights are off. Then lock up.

*Washcloths, towels, a broom, a dustpan, etc. are located in the closet outside the women's restroom in the parish hall or outside the women's restroom in the Narthex. Please return these to the closet when you have finished using them. Used towels and washcloths can be left in the kitchen in a plastic bag under the sink. They will be picked up and washed.

KITCHEN ETIQUETTE

1. For St. Joseph:
 - a. The kitchen at St. Joseph Church/School is used for the preparation of our school children's lunches and must be maintained to the standards required for food service. Please respect these requirements and leave the space in good order.
 - b. The food and supplies are purchased by and for the school. Please bring whatever disposable items and food items you will need for your event.
2. In all churches:
 - a. There could be more than one event that uses the kitchen in the same week. Therefore, we request that you check with the church office before you bring any of your supplies to the kitchen.
 - b. Please return all items to their designated location. Cupboards are labeled for your convenience.
 - c. Please take home all food and beverage items that you bring for your event.
 - d. **Clean up:** Please do all dishes, put them away, wipe counter tops and stove, clean sink and sweep and mop floor if needed. **Leave used dish cloths and towels in designated area. If not labeled/marked, ask for clarification from the parish office before the event.**
 - e. **Trash:** Trash can be put in the garbage cans in the kitchen but the trash must be taken out to the dumpster/trash cans after the clean-up is completed.