

**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. Disinfectant cleanser is available in the supply closet. 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 place 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 made. 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 event is finished, please check that all doors are locked, windows are closed and lights are off. Then lock up.

\*Mops, brooms, dustpan, and cleaning supplies 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.