



<b>Office Use Only:</b>		Staff Assigned: _____
Date of Event: _____ / _____ / _____	_____	_____
Date Received: _____ / _____ / _____	Initials: _____	_____
Date Entered: _____ / _____ / _____	Initials: _____	Date: _____ / _____ / _____

# Meeting Request Form

Please fill out this form with your request for use of facilities.  
It is important that you fill out all the information requested.

Organization: \_\_\_\_\_ Event Function: \_\_\_\_\_

Contact Person (persons): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Number of People: \_\_\_\_\_ Chairs: \_\_\_\_\_ Tables: \_\_\_\_\_

*Room Request - we will try to grant all requests, final decision will be made based upon number of people and room capacities (meeting rooms are set without tables):*

**Cafeteria** (seated 134/standing 250)

**Kitchen**

**Church/Chapel** (capacity 900/100)

**Office Work Room** (capacity 10)

**Classroom "A" Alvernaz Room** (capacity 40)

**Rectory Conference Room** (capacity 15)

**Classroom "B" Pre-School II** (capacity 40)

**School Library** (capacity 75)

**GYM** (capacity 400)

**St. Cecilia's Room** (capacity 40)

<b>Single Event/Meeting</b>		
Set up date _____ / _____ / _____	Set up Time _____	_____
Event date _____ / _____ / _____	Event Time _____	Clean up/Out of room time _____

<b>Recurring Meetings/Event</b> (please circle) <b>Daily</b> <b>Weekly</b> <b>Biweekly</b> <b>Monthly</b>
(day of the week) <b>Monday</b> <b>Tuesday</b> <b>Wednesday</b> <b>Thursday</b> <b>Friday</b> <b>Saturday</b> <b>Sunday</b>
<b>Other</b> (please explain) _____
_____
<b>Month range:</b> from _____ through _____
<b>Skipping the following months</b> _____
<b>Set up time</b> _____ <b>Beginning time</b> _____ <b>Clean Up/Out of Room Time</b> _____

*Please submit one of these forms for each kind of event you are planning.*

Additional Requests: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



<b>Para Uso Del Personal:</b>		Personal Asignado:
Fecha del Evento: ____/____/____	Fecha Recibida: ____/____/____	_____
Fecha de Registro: ____/____/____	Iniciales: _____	Fecha: ____/____/____
	Iniciales: _____	

# Solicitud Para Salones

Por favor llene este formulario con su solicitud para el uso de los salones.  
Es importante que llene toda la información solicitada.

Organización: \_\_\_\_\_ Nombre de la Junta/Evento: \_\_\_\_\_

Personas Responsables: \_\_\_\_\_

Número de tel: \_\_\_\_\_ Número de cel: \_\_\_\_\_

Número de Personas: \_\_\_\_\_ Sillas: \_\_\_\_\_ Mesas: \_\_\_\_\_

*Solicitud para salones -- se va a tratar de conceder todas las peticiones, la decisión final será basada en el número de personas y la capacidad de cada salón:*

**Cafetería** (sentados 134/parados 250)

**Cocina**

**Iglesia/Capilla** (capacidad 900/100)

**Sala de Trabajo en la Oficina** (capacidad 10)

**Salón "A" Alvernaz** (capacidad 40)

**Salón de Conferencia en la Rectoría** (capacidad 15)

**Salón "B" Pre-Escolar II** (capacidad 40)

**Biblioteca** (capacidad 75)

**Gimnasio** (capacity 400)

**Salón Santa Cecilia**(capacity 40)

<b>Reuniones Singulares</b>		
Fecha de Preparación ____/____/____	Horario de Preparación _____	
Fecha del Evento ____/____/____	Hora del Evento _____	Horario de finalización _____

<b>Reuniones Repetidas</b> (circule)	<b>diario</b>	<b>seminal</b>	<b>bisemanal</b>	<b>mensualmente</b>
(día de la semana)	<b>lunes</b>	<b>martes</b>	<b>miércoles</b>	<b>jueves</b>
	<b>viernes</b>	<b>sábado</b>	<b>domingo</b>	
<b>Otro</b> (favor de explicar) _____				
<b>Mensual:</b> de _____ hasta _____				
<b>Omitir los siguientes meses:</b> _____				
<b>Comienza</b> (horario) _____ <b>Termina</b> (horario) _____ <b>Horario de Establecimiento</b> _____				

**Por favor entregue una de estas formas para cada tipo de evento que esté planeando.**

Peticiones Adicionales: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Sacred Heart Catholic Church

Fr. Mark Wagner, Pastor

Fr. Leo Suarez, Assoc. Pastor • Fr. Luis Gerardo Navarro, Assoc. Pastor • Fr. Jesu H. Velichore, Assoc. Pastor

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Dear Champion,

Thank you for taking on the responsibility of this parish event. In order to make this event as successful as possible, we have compiled this packet for your use. In it you will find:

- A meeting Request Form for your committee meetings leading up to your event.
- A Parish Bulletin Request as a part of your publicity.
- A Lector Announcement.
- Guidelines for use of facilities, which we will go through together.
- Parish Income and Expense Report to be filled out at the completion of your event.
- Event Questionnaire to be to be filled out at the completion of your event.

Our goal is to provide the parish with an excellent event that upholds our Catholic culture. I look forward to working with you on this event because it truly is a collaboration of efforts, we could not do this without you. Please call me to set up a meeting to review this packet and I can answer any questions you might have.

Sincerely yours in Christ,

Monica Robinson

Parish Events and Activities



# Guidelines for Facility use at Sacred Heart

Ministry: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Set Up date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Event: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Committee Chairman & Phone Number \_\_\_\_\_

Number of Set-Up Volunteers: \_\_\_\_\_ Number of Clean-Up Volunteers: \_\_\_\_\_ **Complete**

Clean up to be completed by: \_\_\_\_\_ Set up completed by: \_\_\_\_\_

Keys must be picked up Monday through Friday by 5:30PM.

Staples, tacks, tape or any other adhesive materials are not to be used.

Trash bags will be provided for trash cans.

Clean oil trap out in kitchen.

Remove garbage and place in dumpster in parking lot.

All unused food/beverages (including opened or unopened beverages) are to be removed from the refrigerator and/or freezer the day of the event.

All stove and ovens are turned off and cleaned.

Clean and wipe down all: counters, sinks stoves and stainless steel, and walls.

Sweep and mop floors.

Place chairs back on chair stand or according to facility layout.

Vacuum facility carpet at the end of the event.

Remove all decorations at the end of the event.

Wipe all spills immediately.

Notify staff of any property damage to facility.

Turn off all lights.

Before you leave, make sure all doors are locked.

***I understand that if additional cleaning is determined to be necessary, the ministry booking this event will be assessed a cleaning fee.***

\_\_\_\_\_  
Committee Chair

\_\_\_\_\_  
Sacred Heart Staff