**Holy Spirit Parish -Schedule Request Form**

This form is to be completed by any organization/group seeking to use parish facilities. Failure to complete any portion will result in a delay of your request.

Date of event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Day of Week \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Start Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_ am/pm Event End Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_ am/pm

Set up start time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Clean up time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facility/Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Estimated Attendance \_\_\_\_\_\_\_\_

[ ]  **We would like permission to serve/allow alcohol at this event \_\_\_\_\_\_\_\_\_\_\_\_\_**

 Pastor’s signature

If this is a recurring meeting or activity i.e. weekly, monthly, etc. indicate the beginning

and end dates

 Beginning date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ending Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check day(s): \_\_\_\_ Sun.\_\_\_\_ Mon. \_\_\_\_ Tues. \_\_\_\_ Wed. \_\_\_\_ Thurs. \_\_\_\_ Fri. \_\_\_\_ Sat.

Check week \_\_\_\_\_\_\_1st \_\_\_\_\_\_\_\_2nd \_\_\_\_\_\_\_\_3rd \_\_\_\_\_\_\_\_4th \_\_\_\_\_\_\_\_5th

Please indicate dates between beginning and ending dates when the meeting or activity

will not take place because of holidays etc.

\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  **I need supplies**. (Please complete the Supplies Request Form)

**I have read the accompanying Facility Usage and Scheduling Policies and agree to abide by them completely.**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form must be submitted to the Parish Office via mail, hand delivery, e-mail (jspinner@holyspiritstl.org) or fax

(314-739-0237). If you have any questions please contact Julie Spinner at 314-739-0230 or jspinner@holyspiritstl.org .

**Office Use:**

Date Confirmed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Confirmed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date entered in book \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date entered \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact person notified by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entered by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unable to accommodate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Reminder Checklist**

Please use this checklist to assist you in having a successful event.

* **General Information**
* Please use only the room(s) assigned to you.
* Please report any problems or concerns to the Parish Office.
* Verify that you have completed the Schedule Request Form and that you have received confirmation of the event from the Parish Office.
* **Keys**

You are responsible for making arrangements to pick up a key during regular business hours from the Parish Office prior to your scheduled event.  Regular business hours are 8:30 am until 4:30 pm, Monday through Friday. Please return the key to the Parish Office or drop box immediately following your event.

* **Set-Up and Clean-Up**

You are responsible for all setup and cleanup. For the safety of our children and the security of our facilities please check to make sure the lights are turned off and doors are locked before leaving the building.

* **Special Equipment**

You are responsible for making arrangements for the pick-up and return of special equipment such as TV, VCR, microphones, audio-visual equipment, etc. Check for proper functioning and operation of equipment ahead of time. Please indicate special equipment needs on the Schedule Request Form.

* **Supplies**

The parish will provide general supplies for parish events. Contact the parish office for a list of supplies provided.

Any additional supplies must be purchased by your organization and taken home after your event.

* Please do not leave any leftover food from events. To donate food to HANDS, call 314-739-9796 to make arrangements with them.
* Any leftover food will be discarded.
* Supply request forms are needed for groups larger than 75.
	+ If you are expecting 75 or more people at your event, please submit a general supply request form to the parish office at least 2 weeks prior to your event.