Event Request & Planning Form For: Name of Event

Event Location:
☐ St. Bruno ☐ St. Paul

Date Form Submitted:

Type of Event & Purpose:
Please include how the event will promote our Catholic Identity.

Will there be a cost for admission? No
Will you be collecting tax deductible donations? No
Will you be collecting non-deductible or in-kind donations? No
Will you be selling anything? No
Note: If you answered "yes" to any of the above four financial questions, please complete page 2 of this form.

First Point of Contact: Full Name:

Mobile #:

Email:

Second Point of Contact (Cannot Be the Same as First Point of Contact): Full Name:

Mobile #:

Email:

Staff Contact: Boerger, Nancy

Date(s) of Event:

Start Time: **End Time:**
Not including setup / cleanup

Number of People Expected:

Location(s):
Please choose rooms on page 4

Open Doors to public:

Generally doors should open 15 minutes prior to the event and close 15 minutes after the event starts.

Lock Doors at:

St. Paul doors are set in advance. Please indicate the doors needed:

Church Doors:
East ☐ West ☐ Both ☐

☐ **Door #1:** St. John Paul II Center
☐ **Door#4:** Gym, PLC, Galleria, Cafeteria
☐ **Door #20 Ramp:** Kitchen for setup, deliveries and volunteers only (non public entry)

Publicity:
☐ Website
☐ Social Media
☐ Weekly Bulletin
☐ Bulletin Boards

Facility Equipment Requested:
Please include use of everything needed. Example: Microphone, AV Equipment, Tables, Chairs, WiFi, Kitchen Equipment, etc.

Please note that a purchase request is a separate form. All equipment used must be properly cleaned and returned to its assigned location before volunteers leave. See Checklist on page 4 for details.

Graphics will be sent to jgapinski@stpaulgeanesee.net AND cwick@stpaulgenesee.net by (date)
To be promoted from (date) to(date) as the office staff sees fit.

List Supplies that YOU will be providing. Example: Paper products, games, decorations, music, photography, etc. Make note of setup and cleanup plans along with where and when you plan to store items onsite (if any).

If you answered "yes" to any of the four financial questions on page 1, please complete this page.

Admission	
Minimum Attendees Expected:	
Admission To Be Charged:	
Total Admission Income Expected:	
Detail where the money for admission will be deposited and how it will be used:	

Donations	
Tax Deductible Donations Expected:	
Detail where the donations will be deposited and how it will be used:	
Nondeductible Contributions Expected:	
Detail where the contributions will be deposited and how it will be used:	
Types of In-Kind Donations Expected:	
Are receipts given for in-kind donations? Please submit a copy of a blank receipt with the event form. Thank you. NOTE: Volunteers & staff should not assist with valuation of in-kind donations.	

Sales

Detail what will be sold and prices. Use a separate sheet if needed:

Vendor / Source of Items to be sold:

Where will funding for purchase of items come from:

Detail where proceeds from sales will be deposited and how will it be used:

Event Costs **(if being covered by church, costs must be approved by DAS PRIOR TO PURCHASE):**

Food Purchase:	$	Licenses:	$
Paper Products:	$	Other Supplies:	$
Decorations:	$		$
Hand Outs:	$		$
Speaker/Music Costs:	$		$
Insurance:	$		$

Cost Coverage:

What ministry department is covering costs:

Any Additional Notes (money box needed? Change? Etc.):

Please use additional pages if needed.

Policies & Procedures Guidelines for Using Our Church Facilities

Use of church or school facilities by church ministries, church members, and outside groups must be approved at monthly calendar meetings. The individual(s) making the request must be at least 21 years of age and will be responsible for the implementation of all appropriate guidelines.

The use of alcoholic beverages or any controlled substance is strictly prohibited on St. Paul campus property without approval. Firearms and/or concealed weapons are prohibited with the exception of those used by law enforcement personnel.

If church and school property is damaged, charges for the damages may be assessed and charged to the group causing the damage, at the discretion of the finance council.

Individual/groups shall confine all activity to the area requested. The people listed as "points of contact" on page 1 are responsible for set-up and breakdown of any furniture and equipment along with all cleanup. The space used should be left in the condition it was found, unless agreed upon in advance.

If utilizing the kitchen, please carefully read page 4 for additional information and cleanup proceedures.

The Pastoral staff reserves the right to cancel, postpone, or move to another space any group if it is anticipated that there will be interference with a funeral other worship service or other special function.

All groups must vacate the building by 10pm in order to secure the property, unless prior approval has been granted by finance council.

Our parish cares deeply about children and has developed a comprehensive policy concerning children. Groups must understand and abide by the Safe Environment procedures and have completed Safe Environment Certification or appropriate renewal. Contact the Parish Office with questions.

Individuals/groups must provide their own refreshments and supplies such as coffee, paper products, etc. These are not provided by the church or school unless approved of the finance committee.

Use of musical equipment owned by the church is not allowed without specific approval of the Music Director.

Individuals/groups must provide their own audio/visual equipment. Exceptions require approval in advance by church or school staff.

Administrative support is not available and the use of the church office equipment is not allowed. All outside individuals/groups are responsible for their own needs.

Decorations for an event may be used if all decorations meet city/county fire regulations; use of nails, tacks or tape on woodwork and walls is prohibited.

Insurance needs must be discussed by the finance council and requirement met before event approval occurs.

Prior to leaving, individuals/groups using the facility are responsible for:

- Cleaning up and putting all tables and chairs back to original position.
- Picking up all trash, including restrooms, and deposit in proper outside containers.
- Cleaning kitchen facilities, if used, per instructions posted in the kitchen.
- Making sure there is no smoking or drinking of alcohol on church premises.
- Turning off all lights, including restrooms.
- Check to see that doors have locked. If they have not, call the "Person in Charge of the Event" listed on page 1.
- Sanitize per Custodial staff standards that are in place at the time of the event.
- The First and Second Points of Contact listed on page 1 of this form may be called as needed.

Please choose your rooms before turning in this Event Form. Retain a copy of this page and turn in the completed checklist to parish office following your event.

EVENT:_____ DATE:_____/_____/_____

SIGNATURE of first or second contact on event form:_____

Building Usage Checklist

St. Bruno Rooms:

- ☐ Church (Sanctuary)
- ☐ Chapel: Our Lady of Guadalupe
- ☐ Ministry Room
- ☐ Gathering Space
- ☐ Parish Room
- ☐ Family Room
- ☐ Kitchen
- ☐ Gym (Pre-approved events ONLY)
- ☐ Stage
- ☐ Classroom(s)
- ☐

St. Paul Rooms:

- ☐ Church (Sanctuary)
- ☐ Chapel: Adoration
- ☐ Gathering Space
- ☐ Family Room
- ☐ Galleria
- ☐ Gym (Pre-approved athletics ONLY)
- ☐ Cafeteria
- ☐ Kitchen
- ☐ PLC Lower Level Classrooms
- ☐ Youth Ministry Rooms St.JPII Center
- ☐ CGS Atriums St.JPII Center
- ☐ Heavenly Babies Room St.JPII Center
- ☐ Sewing Room ST.JPII Center
- ☐ Classroom St.JPII Center
- ☐

KITCHEN / CAFETERIA / CONCESSION / GALLERIA

Completed Initial Box	Task Description
	Wash off all food containers before putting away
	Verify that no food is left in the refrigerator
	Stainless steel sinks washed with bleach
	Stainless steel counter tops washed with stainless steel cleaner
	Stove top burner inserts removed & cleaned thoroughly
	Convection oven, microwave and regular oven must be washed out if used.
	Kitchen floor must be swept and wet mopped if kitchen was used at all (even if food was not prepared).
	Sweep cafeteria floor
	Wet mop cafeteria floor after sweeping if food and/ or beverages were served.
	Wash table tops
	Place chairs on racks or upside down on table tops
	Tables must be put back to original configuration
	Take garbage out to dumpster or area as designated by Maintenance in advance.
	Wash out garbage cans if needed.
	Check bathrooms for running water, toilets flushed, sinks clean, nothing on floor.
	Verify all burners and appliances are turned fully off
	Check all doors to be locked securely, especially exterior doors.
	Turn off all lights except night lights

Classrooms

	Food and drink is discouraged in carpeted areas
	Vacuum or sweep room as needed
	Cover tables with plastic or newspaper prior to doing art projects
	Return room to general setup displayed on wall by door
	Blackboards must be cleaned at the end of activity and chalk put away in appropriate place