

Holy Innocents Catholic Church

Set-Up Request Form

NAME: _____

GROUP/ORGANIZATION: _____

DATE REQUESTED: _____

NATURE OF EVENT:

_____ R.E. Classes
_____ Retreat
_____ Reception
_____ Community Event
_____ Private Party
_____ Other (_____)

CLASSROOM REQUESTED:

☐ Luke & John ☐ Matthew & Mark ☐ Peter & Paul ☐ Archangel Rooms ☐ Courtyard
☐ Other: _____

Classroom Setup (See Back Page)

☐ Setup 1 ☐ Setup 2 ☐ Setup 3 ☐ Setup 4 ☐ Setup 5 ☐ Setup 6 ☐ Setup 7 ☐ Setup 8 ☐ Setup 9 ☐ Setup 10 ☐ Setup 11 ☐ Setup 12 ☐ Other

Do you require tables? ☐ Yes ☐ No If yes, how many? _____

Do you require chairs? ☐ Yes ☐ No If yes, how many? _____

(All chairs and tables must be issued by the Facilities Maintenance Supervisor (Jim). Absolutely no re-distributing/ removal of any tables and/or chairs from any of the classrooms or from the parish facilities)

I will be responsible for the conduct of this group and the care and clean-up of the facilities requested. I will not lend/loan the keys to anyone. I will return the loaner key by the next business day following the event. I or another responsible adult will be present during the use of the requested classrooms.

Signature

Date

Print Name

Contact Number



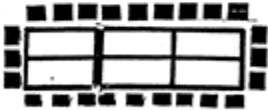

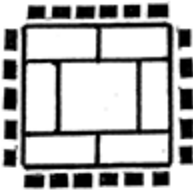
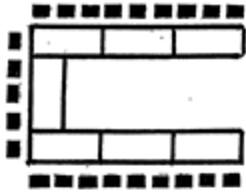
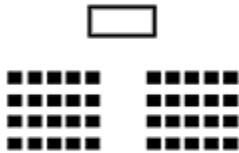

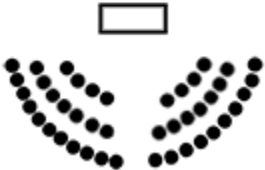

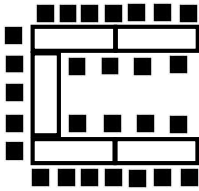
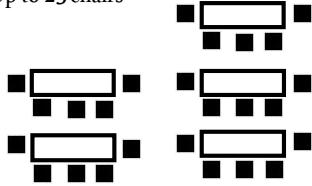
FACILITIES MANAGER USE

Packet received and explained: ☐ YES ☐ NO Date: _____ Facilities Walk-Through: ☐ YES ☐ NO Initial: _____
Alarm Code — Keypad Training: ☐ YES ☐ NO Loaner Key received by user: ☐ YES ☐ NO Key(s) returned: ☐ YES ☐ NO
Classroom Inspection Approval: ☐ YES ☐ NO

FRONT OFFICE USE

_____ Calendar Request Submitted: ☐ YES ☐ NO _____ Deposit Accepted: ☐ YES ☐ NO
_____ Pastor's Approval: ☐ YES ☐ NO _____ Kitchen Fee Paid: ☐ YES ☐ NO

CLASSROOM SET UP OPTION

<p>Setup 1 2 tables up to 12 chairs</p> 	<p>Setup 2 4 tables up to 18 chairs</p> 
<p>Setup 3 6 tables up to 24 chairs</p> 	<p>Setup 4 4 tables up to 16 chairs</p> 
<p>Setup 5 6 tables up to 24 chairs</p> 	<p>Setup 6 7 tables up to 24 chairs (All classrooms except center AA room)</p> 
<p>Auditorium Setup 7 podium or table</p> 	<p>Setup 8 up to 9 tables up to 24 chairs</p> 
<p>Semi-circle Setup 9 podium or table</p> 	<p>Setup 10 9 tables</p> 
<p>Setup 11 (All other classrooms) 5 tables Up to 25 chairs</p> 	<p>Setup 12 (Center of AA classroom) 5 tables Up to 25 chairs</p> 

OTHER (PLEASE DRAW SET UP):