



Part 1] Contact Information

Today's Date: _____ Name of Event: _____
Group Name: _____
Contact Name: _____ Parishioner Envelope #: _____
Address: _____
(Street) (City/State) (Zip)
Email Address: _____ Best Time to be Reached: _____
Phone - Home: _____ Work: _____ Ext.: _____ Cell: _____

Part 2] Event Information

Function Date: _____ Sun _____ Mon _____ Tue _____ Wed _____ Thu _____ Fri _____ Sat _____
Function Time: From: _____ AM _____ PM _____ Set Up Begins: _____ AM _____ PM _____
To: _____ AM _____ PM _____ Clean Up Ends: _____ AM _____ PM _____
of People _____ Alcohol Served? Yes _____ No _____ Catered? Yes _____ No _____ Entertainment/DJ? Yes _____ No _____
Caterer's Name: _____ Caterer's Phone Number: _____
Entertainment/DJ Name: _____ Phone Number: _____

For a **RECURRING EVENT** please complete info above **AND** List **ALL ADDITIONAL DATES (MM/DD/YY)** on the lines below.
(A list of Catholic Holidays and Principal Movable Feasts & Civic Holidays and Observances is located on the 2nd page of this form for reference.)

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

PART 3] Location Requested (Check "✓" all locations requested)

Church _____ Chapel _____ Gathering Space _____ De Sales Conf. Room _____ Prayer Room _____ Grounds _____
Hall _____ Kitchen _____ Neumann Conf. Room _____ Seton Conf. Room _____ Classroom (# _____) _____ Library _____

List any **EQUIPMENT REQUEST** _____

PART 4] Contact Consent

I have read the "RULES FOR USE OF FACILITIES" listed on Page 2 and agree to abide by them. I agree to inform my representative at the function of these rules in the event that I am unable to be there in person.

Signature of Contact Person _____ Date Signed _____

FOR OFFICE USE ONLY SCHEDULING CONFLICTS/COMMENTS: _____
EVENT FACILITY REP.: _____ BARTENDER: _____ EVENT APPROVED BY: _____ DATE OF CALENDAR ENTRY: ____ / ____ / ____
ENTRY MADE BY: _____ COPY SENT TO: GROUP CONTACT EFR DONATION RECEIVED: ____ / ____ / ____ AMOUNT: \$ _____ CHECK # _____
(MS Word "Use of Building Form FAX 2011 2012.doc" last up-date 05/10/11)

RULES FOR USE OF FACILITIES

REMEMBER THAT OUR PARISH HALL IS PART OF THE ST. ELIZABETH ANN SETON PARISH COMPLEX. PLEASE BE SURE THAT THE BEHAVIOR OF YOU AND YOUR GUESTS REFLECT OUR CHRISTIAN BELIEFS AND HERITAGE.

ALL LOCATIONS

- 1) No Signs or Decorations are to be adhered in any manor to the walls.
- 2) Empty ALL trash in all rooms reserved for event putting used trash bags in dumpster. Replace with clean bags provided in bottom of trash cans.
- 3) Sweep/Vacuum as needed Floors in all rooms used for event and Bathrooms.
- 4) Return all furniture to original positions.
- 5) Turn off lights in all rooms used for event and Bathrooms prior to leaving.
- 6) Lock ALL Doors as applicable.
- 7) No alcohol is allowed in any location except the Hall (see #17 below).

KITCHEN

- 8) TAKE HOME WHAT YOU BRING IN! Do not assume leftovers will be eaten.
- 9) ~~Turn off all gas lines for Stove and Convection Oven after use. Our pilots do not require to be lit continuously.~~
- 10) KITCHEN FLOOR MUST BE MOPPED AFTER USE. Cleaning items are provided in Hall Closet for you use. Use Mop, Hot Water . Empty Buckets after use.
- 11) Wash and dry all utensils, pots, pans, trays. Return to designated area.
- 12) Clean ALL Kitchen Countertops with Spic and Span after use.
- 13) Dish towels and linens need to be washed and returned to Hall within 48 hours of Hall usage.

HALL

- 14) Set up/Clean up times & date must be reserved with Scheduling Personal to prevent conflicts. Tables/Chairs may be arranged as needed.
- 15) Return Chairs and tables to original setup. (12 round tables with 6 chairs at each table.)
- 16) Clean each table with Spic and Span Spray and cleaning cloth. Clean Bar Area with Spic and Span after use.
- 17) If alcohol is to be present at your event, State Law requires that:
 - a. All alcohol is to be purchased through St. Elizabeth Ann Seton. No alcohol – opened or sealed – will be allowed into or out of the hall.
 - b. Parish approved bartender(s) must be arranged for and will be the only one(s) allowed behind the bar.

(Please make donation by check only.)

CATHOLIC HOLIDAYS AND PRINCIPAL MOVABLE FEASTS

Assumption of Mary *		Octave of Christmas, Mother of God	
All Saints		Epiphany	
Christ the King		Ash Wednesday	
1 st Sunday of Advent		Easter Sunday	
Christmas		Ascension Day	
* The holyday obligation is suspended in the USA when the solemnity falls on Saturday or Monday		Pentecost	
		Holy Trinity	
		Body & Blood of Christ	
		Sacred Heart of Jesus	

CIVIC HOLIDAYS AND OBSERVANCES

Independence Day		New Year's Day	
Labor Day		Martin Luther King Birthday	
Columbus Day		President's Day	
Veteran's Day		Mother's Day	
Thanksgiving Day		Memorial Day	
Christmas Day		Father's Day	