

St. Matthew Parish Event Request

- Please complete this form and submit to the **Parish Center** no later than **one month** prior to event.
- This form does **not** guarantee that the event will be reserved and booked. You will receive **confirmation** from Parish Staff.
- Your group is responsible for **all set up** and **clean up** for your event.

Name of Event _____

Description _____

Organization hosting event _____

Date: _____ Time (including set up & clean up) _____ am or pm

Person in-charge _____ Staff Member _____

Phone #: Cell phone _____

Estimated attendance _____

Desired location:

_____ Church	_____ Hurley Hall	_____ PC Upper Room
_____ Narthex	_____ Gym	_____ PC Marian Room (Downstairs)
_____ Parking Lot		_____ PC St. Joseph Room (Dining Room)

Your group is responsible for set up and clean up.

Set up requirements:

_____ Chairs only	_____ # of tables
_____ Tables only	_____ # of chairs
_____ Tables with chairs	

Stage (by approval only): ___Y / ___N Sound System: ___Y / ___N Podium: ___Y / ___N

Microphone ___Y / ___N Kitchen: ___Y / ___N. If kitchen will be used, please specify purpose:

Note: If food and drinks are brought to the event, please observe the rules of the DuPage County Health Dept. No left over food are allowed to be stored in the refrigerator at any parish facility. Kitchen must be cleaned in accordance with the DuPage County Health Department guidelines. See clean-up checklist posted in the specified room above for further details.

Event and use of the Facility Checklist:

Key check out must be approved by a Parish Office staff member.

Key check out time:

Monday thru Thursday: From 8:30 am - 12:00 pm
1:00 pm - 4:30 pm

Friday: From 8:30 am - 1:00 pm

- **Keys** must be returned to parish center drop box at conclusion of event.
- All **tables and chairs** must be returned to their proper places.
- Clean-up of the room and all garbage must be taken out to the **garbage bin**.
- **Narthex tables** must be used with provided tablecloths.

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- Respect of the space is highly expected from everyone that uses the parish facility.
 - By signing below, we understand and abide the rules and regulations of St. Matthew Parish.
 - Any damage that maybe caused by this event is the responsibility of the group/organization hosting this event.
 - **Failure to follow rules may result in suspension or denial of privilege of any future request made by the group/organization.**

Organization Representative:

Staff Representative:

Printed Name

Printed Name

Signature and Date

Signature and Date

Approved by: _____

Copy to maintenance/staff _____