## **Cultural Center Scheduling Form**

(For additional information, please contact the parish office at 285-2698)

Will food be served? Yes No Will alcohol be served? Yes No   Set - Up Needs  Ovens Turned on: Yes No Date (s): Needed   Sound System: Yes No Projector: Yes No   (Note: Equipment/Cultural Center Key must be signed out from the Parish Office during business hours 9:00—	Today's Date :	Event Name:		
Phone #:	Description of Event:			
What dates do you require? From:/ To:/	Ministry Name (If Applicable):		Contact Person:	
What is the time of the event? Beginning:(am) (pm) Ending:(am) (pm)  What frequency? (one time, daily, weekdays, 2nd Tuesday, monthly etc.)  Are there costs associated with this event? Yes No  If yes, how will the event be funded?  What is the projected cost?  Anticipated # of Guests:  Will food be served? Yes No Will alcohol be served? Yes No  SetUp Needs  Ovens Turned on: Yes No Date (s): Needed  Sound System: Yes No Projector: Yes No  [Note: Equipment/Cultural Center Key must be signed out from the Parish Office during business hours 9:00—4:30 pm, M-F)  Number of tables/chairs needed:  Set Up Required (please explain):  Other details? (Outside Vendors, Outside Caterers, Guest Speaker etc.)  Submitted by: Date:  Date:  Office Use Only: Entered into Facility Scheduler:  Type of Event: Parish Sponsored: Yes No Outside Event (Parishioners only): Yes No	Phone #:	E-Mail:		
What frequency? (one time, daily, weekdays, 2nd Tuesday, monthly etc.)  Are there costs associated with this event? Yes No  If yes, how will the event be funded?  What is the projected cost?  Anticipated # of Guests:  Will food be served? Yes No Will alcohol be served? Yes No  Set _ Up Needs  Ovens Turned on: Yes No Date (s): Needed  Sound System: Yes No Projector: Yes No  (Note: Equipment/Cultural Center Key must be signed out from the Parish Office during business hours 9:00—4:30 pm, M-F)  Number of tables/chairs needed:  Set Up Required (please explain):  Other details? (Outside Vendors, Outside Caterers, Guest Speaker etc.)  Submitted by: Date:  Office Use Only: Entered into Facility Scheduler:  Type of Event: Parish Sponsored: Yes No Outside Event (Parishioners only): Yes No  Insurance required: Yes No Insurance Purchased: Yes No	What dates do you require? From	n:/	To:/	
Are there costs associated with this event? Yes No  If yes, how will the event be funded?	What is the time of the event? Be	ginning: (am)	(pm) Ending:	(am) (pm)
Are there costs associated with this event? Yes No  If yes, how will the event be funded?	What frequency? (one time, daily, v	veekdays, 2nd Tuesday, r	monthly etc.)	
If yes, how will the event be funded?  What is the projected cost?  Anticipated # of Guests:  Will food be served? Yes No Will alcohol be served? Yes No  Set - Up Needs  Ovens Turned on: Yes No Date (s): Needed  Sound System: Yes No Projector: Yes No  (Note: Equipment/Cultural Center Key must be signed out from the Parish Office during business hours 9:00—4:30 pm, M-F)  Number of tables/chairs needed:  Set Up Required (please explain):  Other details? (Outside Vendors, Outside Caterers, Guest Speaker etc.)  Submitted by: Date:  Office Use Only: Entered into Facility Scheduler:  Type of Event: Parish Sponsored: Yes No Outside Event (Parishioners only): Yes No Insurance Purchased: Yes No				
What is the projected cost?	Are there costs associated with this	event? Yes No		
Anticipated # of Guests: Will food be served? Yes No Will alcohol be served? Yes No  Set — Up Needs  Ovens Turned on: Yes No Date (s): Needed Sound System: Yes No Projector: Yes No  (Note: Equipment/Cultural Center Key must be signed out from the Parish Office during business hours 9:00—4:30 pm, M-F)  Number of tables/chairs needed: Set Up Required (please explain):  Other details? (Outside Vendors, Outside Caterers, Guest Speaker etc.)  Submitted by: Date:  Office Use Only: Entered into Facility Scheduler:  Type of Event: Parish Sponsored: Yes No Outside Event (Parishioners only): Yes No  Insurance required: Yes No Insurance Purchased: Yes No	If yes, how will the event be funded	]?		
Will alcohol be served? Yes No Will alcohol be served? Yes No Set - Up Needs  Ovens Turned on: Yes No Projector: Yes No (Note: Equipment/Cultural Center Key must be signed out from the Parish Office during business hours 9:00—4:30 pm, M-F)  Number of tables/chairs needed: Set Up Required (please explain): Other details? (Outside Vendors, Outside Caterers, Guest Speaker etc.)  Submitted by: Date: Office Use Only: Entered into Facility Scheduler: Type of Event: Parish Sponsored: Yes No Outside Event (Parishioners only): Yes No Insurance Purchased: Yes No Yes Yes No Yes Y	What is the projected cost?			
Ovens Turned on: Yes No Date (s): Needed Sound System: Yes No Projector: Yes No  (Note: Equipment/Cultural Center Key must be signed out from the Parish Office during business hours 9:00—4:30 pm, M-F)  Number of tables/chairs needed:  Set Up Required (please explain):  Other details? (Outside Vendors, Outside Caterers, Guest Speaker etc.)  Submitted by: Date:  Office Use Only: Entered into Facility Scheduler:  Type of Event: Parish Sponsored: Yes No Outside Event (Parishioners only): Yes No  Insurance required: Yes No Insurance Purchased: Yes No	Anticipated # of Guests:			
Ovens Turned on: Yes No Date (s): Needed Sound System: Yes No Projector: Yes No  (Note: Equipment/Cultural Center Key must be signed out from the Parish Office during business hours 9:00—4:30 pm, M-F)  Number of tables/chairs needed:  Set Up Required (please explain):  Other details? (Outside Vendors, Outside Caterers, Guest Speaker etc.)  Submitted by: Date:  Office Use Only: Entered into Facility Scheduler:  Type of Event: Parish Sponsored: Yes No Outside Event (Parishioners only): Yes No  Insurance required: Yes No Insurance Purchased: Yes No	Will food be served? Yes No	Will alcohol be s	served? Yes No	_
(Note: Equipment/Cultural Center Key must be signed out from the Parish Office during business hours 9:00—4:30 pm, M-F)  Number of tables/chairs needed:  Set Up Required (please explain):  Other details? (Outside Vendors, Outside Caterers, Guest Speaker etc.)  Submitted by: Date:  Office Use Only: Entered into Facility Scheduler:  Type of Event: Parish Sponsored: Yes No Outside Event (Parishioners only): Yes No	Set – Up Needs			
(Note: Equipment/Cultural Center Key must be signed out from the Parish Office during business hours 9:00—4:30 pm, M-F)  Number of tables/chairs needed:  Set Up Required (please explain):  Other details? (Outside Vendors, Outside Caterers, Guest Speaker etc.)  Submitted by:  Date:  Office Use Only: Entered into Facility Scheduler:  Type of Event: Parish Sponsored: Yes No Outside Event (Parishioners only): Yes No  Insurance required: Yes No Insurance Purchased: Yes No	Ovens Turned on: Yes No	_ Date (s) : Needed		
A:30 pm, M-F) Number of tables/chairs needed: Set Up Required (please explain):  Other details? (Outside Vendors, Outside Caterers, Guest Speaker etc.)  Submitted by:  Date:  Office Use Only: Entered into Facility Scheduler:  Type of Event: Parish Sponsored: Yes No Outside Event (Parishioners only): Yes No  Insurance required: Yes No Insurance Purchased: Yes No	Sound System: Yes No	Projector: Yes No		
Other details? (Outside Vendors, Outside Caterers, Guest Speaker etc.)  Submitted by: Date:  Office Use Only: Entered into Facility Scheduler:  Type of Event: Parish Sponsored: Yes No Outside Event (Parishioners only): Yes No  Insurance required: Yes No Insurance Purchased: Yes No	4:30 pm, M-F)			
Other details? (Outside Vendors, Outside Caterers, Guest Speaker etc.)  Submitted by: Date:  Office Use Only: Entered into Facility Scheduler:  Type of Event: Parish Sponsored: Yes No Outside Event (Parishioners only): Yes No  Insurance required: Yes No Insurance Purchased: Yes No	Set Up Required (please explain): _			
Submitted by: Date:  Office Use Only: Entered into Facility Scheduler:  Type of Event: Parish Sponsored: Yes No Outside Event (Parishioners only): Yes No  Insurance required: Yes No Insurance Purchased: Yes No	Other details? (Outside Vendors, O	utside Caterers, Guest Sp	peaker etc.)	
Type of Event: Parish Sponsored: Yes No Outside Event (Parishioners only): Yes No  Insurance required: Yes No Insurance Purchased: Yes No	Submitted by:			
Insurance required: Yes No Insurance Purchased: Yes No	Office Use Only: Entered into Facil	ity Scheduler:		
	Type of Event: Parish Sponsored: Y	es No Outsid	e Event (Parishioners on	ly): Yes No
Pastor Approval: Date:	Insurance required: Yes No	Insurance Purchas	sed: Yes No	
	Pastor Approval:		Date:	