

# Event/Group Only (NOT Social Hall) Information Form

(This form due to parish office 2 weeks prior to event—early Group Meetings/Event(s) **MUST** be re-submitted every year)

Any questions/concerns about the Parish Calendar please contact John Karski at 586-254-4433 x302 or email: [j.karski@stthereseparish.ws](mailto:j.karski@stthereseparish.ws)

Name of Event/Group: \_\_\_\_\_  
 \_\_\_\_\_

**one-time use:** Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**on-going use:**  
 Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Date submitted: \_\_\_\_/\_\_\_\_/\_\_\_\_

**one-time use:**  
 Start Time: \_\_\_\_\_ \*END Time: \_\_\_\_\_ (Please circle) Day: M - TUE - WED - THURS - FRI - SAT - SUN  
 Setup Time: \_\_\_\_\_ (Setup is one hour prior to event, unless other arrangements have been made)

**on-going use:**  
 Start Time: \_\_\_\_\_ \*End Time: \_\_\_\_\_ (Please circle) Day: M - TUE - WED - THURS - FRI - SAT - SUN  
 Setup Time: \_\_\_\_\_ (Setup is one hour prior to event, unless other arrangements have been made)

**\*Reminder:** The building closes at 8:30 pm sharp (this will be strictly enforced)!  
 Be sure to time your meeting/event accordingly. Thankyou.

Meets: (Please circle) WEEKLY - MONTHLY (WEEK OF THE MONTH: 1<sup>ST</sup> - 2<sup>ND</sup> - 3<sup>RD</sup> - 4<sup>TH</sup>)  
 OTHER: \_\_\_\_\_

Please indicate which Date(s) the event or group will not meet during designated time period:  
 \_\_\_\_\_

Sponsored by (group name): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Number of Persons Expected \_\_\_\_\_ Number of Round Tables \_\_\_\_\_ Number of Long Tables \_\_\_\_\_

Tablecloths needed?  YES  NO Special Events Hospitality group?  YES (NEED TO FILL OUT ADDITIONAL FORM)  
 NO

Please check off which of the following parish-owned items you will need to use:

PODIUM  MICROPHONE  TV/VCR/DVD  LCD PROJECTOR  SCREEN  LAPTOP

**\*\*Brief Description of Group/Event and added Notes:**

**Desired Location:**  CHAPEL  CHOIR ROOM  CONFERENCE ROOM  RESOURCE ROOM  
 GATHERING SPACE (DRAW SET-UP ON RESERVE SIDE)  OVER FLOW ROOM 9 (DRAW SET-UP ON RESERVE SIDE)  SANCTUARY  
 OVER FLOW ROOM 10 (DRAW SET-UP ON RESERVE SIDE)

**OFFICE USE:**

Original to: John Karski  Bill Scally  Lisa Lombardo Date Request Rec'd: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Additional Facilities Staff Scheduled:  Yes  No  Added to Calendar Date Approved: \_\_\_\_/\_\_\_\_/\_\_\_\_