

Mary Help of Christians
Church/School/Garden
Event Check List

Event: _____

Date of Event: _____

Description of event: _____

Time of event: Start Set up time: _____ Start time: _____ a.m. or p.m.

End time: _____ End tear down: _____ a.m. or p.m.

Recurrence: _____

Date returned to the front office: _____

Space requested: _____

Number of people: _____

Services needed: _____

People & equipment needed: _____

Event Chairperson/coordinator: _____

Phone: Home# _____ cell # _____

Email: _____

Purpose: _____

Also, if you need time for set-up or take down in the kitchen or other areas, you must put this in under comments. You also need time to allow for clean-up, as all spaces must be left "as you find them". Please note there are rules and a returnable deposit needed for using the kitchen.

Comments:

**** If you should cancel, please notify the office so we can open the space for another event.

Rocio will notify all relevant groups that may be impacted. Please note no events for Parish, Hall/Church, kitchen, portables or garden are set until cleared through liturgical Calendar and approved by Fr. Naughton.

Please return this form to the parish office for approval.

Thank you!