



# Saint Augustine Catholic Church Event Request Form

Requests must be submitted at least one month in advance.

**Office Use Only**

Date Rcvd: \_\_\_\_\_  
Date Entered: \_\_\_\_\_  
Staff: \_\_\_\_\_  
Approved by: \_\_\_\_\_  
Approved by: \_\_\_\_\_

Today's Date: \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_ # of People Attending: \_\_\_\_\_

Description / Reason for Use: \_\_\_\_\_

**BLACKOUT DATES 2017-2018 (Nothing may be scheduled during the following dates):**  
August 26 (St. Augustine's Day); September 4 (Labor Day); November 23 & 24 (Thanksgiving Holidays);  
December 24, 25, 26 & 31 (Christmas Holidays); January 1 (New Year Holiday);  
March 24—April 2 (Palm Sunday through Easter Monday); May 28 (Memorial Day); June 4 (Confirmation w/Bishop Noonan);  
June 23 & 24 (VBS Set-Up); June 25—30 (VBS Week & Clean-Up); July 4 (Independence Day); August 25 (St. Augustine's Day);  
September 3 (Labor Day); November 22 & 23 (Thanksgiving Holidays); December 24, 25 & 31 (Christmas Holidays).

DATE(S) REQUESTED: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      Recurring Through: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Day(s) of the Week: \_\_\_\_\_

**Event Time**

Setup Starts at: \_\_\_\_\_ AM / PM (Setup Date if different from requested): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Event Starts at: \_\_\_\_\_ AM / PM      \*Audio/Visual Equipment Needed?     Yes     No

Event Ends at: \_\_\_\_\_ AM / PM

Cleanup Ends at: \_\_\_\_\_ AM / PM

**FACILITY REQUESTED: (please check only those that apply)**

**\*Parish Life Center**

- Main Room (400)
- Small Room (50)
- Kitchen

**\*Good Counsel Room**

- All GC (60)
- GC Room 1 (10)
- GC Room 2 (10)
- GC Room 3 (10)

**Religious Education**

- St. Clare (12)
- St. Francis\* (12)
- St. Joseph (20)
- St. Michael-Library (20)
- St. Monica\* (20)
- St. Rita (12)

**Other Facilities**

- Church\* (600)
- Chapel
- Grotto

**PLEASE NOTE:** A Set-Up Request Form is required for Room Arrangements & Equipment at least 1 month prior to event.

Ministry/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

**Guidelines:**

- There are blackout dates for the facilities and during those dates, no one is allowed to reserve or meet in the facilities.
- Each ministry must only use the room(s) that has been reserved to them.
- All children must be supervised at all times.
- Clean up includes leaving the room in the same condition it was found; setting the air conditioning thermostat back to 80 degrees when you are finished in the room(s); turning off the lights & locked all the doors; discarding all trash in the dumpster outside the Parish Center; take any leftover with you.