

Church of St. Elizabeth Room Set-up Form

Organization: _____ Date of the Event: _____

Contact Person: _____ Phone: _____

Name of the Event: _____ Cell/e-mail: _____

Set Up Time: _____ Actual Start Time: _____ End Time: _____

Check off Room(s) to be Set-up

_____ Church _____ Gym _____ Gallery _____ Cafeteria

_____ Elizabeth Room _____ Youth Room

_____ St. Francis Room _____ Amadeus Room _____ L- 3,4,5 _____ Other

Number of Tables & Chairs (Please use other side to draw diagram)

_____ 8 Seat round _____ 10 Seat round _____ Long table _____ Chairs

Special Instructions: _____

Other Items Needed

_____ Microphone _____ TV / VCR _____ Extension Cord _____ Other

- Form should be submitted two weeks prior to the event.
- The person submitting this form must already be approved in writing for the room(s) in use.
- It is the responsibility of the group to make sure that the room is returned to the original condition.
- All trash cans should be emptied, bags tied and taken to the dumpsters by the soccer field.
- All lights should be off (including bathrooms).
- All food, drinks, alcohol, paper goods, etc. must be removed, coffee pots cleaned... In other words leave nothing that you brought behind.
- All windows and doors should be locked when you leave.
- Keys are to be returned to the parish center and put in the locked mailbox by the door.
- If children are present at your event **you** are responsible for them, *they should not be allowed to roam the facility.*
- Do **not** prop any outside doors open.

Please Note: failure to follow these rules will be noted and your group will no longer be allowed to use our facility.

Submitted by: _____ Date _____

