



ST. JOHN NEUMANN  
Catholic Church

# EVENT/MEETING REQUEST FORM

Event Name: \_\_\_\_\_ Group Size: \_\_\_\_\_

Start Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Time needed for setup: \_\_\_\_\_

End Date: \_\_\_\_\_ End Time: \_\_\_\_\_ Time needed for cleanup: \_\_\_\_\_

\_\_\_\_ One Time Event    \_\_\_\_ Recurring Event    \_\_\_\_ Consecutive Days Event

**Please check the requested room(s) below:**

- |                                       |   |
|---------------------------------------|---|
| ____ Faith & Family Center (FFC)      | FFC Room    ____A    ____B    ____C       |
| ____ Faith & Family Center: Kitchen   | ____ Faith & Family Center Nursery        |
| ____ Faith & Family Center: Classroom | FFC Classroom # requested _____           |
| ____ Parish Office: Classroom         | Parish Office Classroom # requested _____ |
| ____ Parish Office: Conference Room   | ____ Parish Office: Kitchen               |
| ____ Church                           | ____ Neumann Room                         |

**This event occurs on:**

\_\_\_\_ Sunday    \_\_\_\_ Monday    \_\_\_\_ Tuesday    \_\_\_\_ Wednesday    \_\_\_\_ Thursday    \_\_\_\_ Friday    \_\_\_\_ Saturday

**Week of the Month:**

\_\_\_\_ Every    \_\_\_\_ Last    \_\_\_\_ Alternate    \_\_\_\_ 1<sup>st</sup>    \_\_\_\_ 2<sup>nd</sup>    \_\_\_\_ 3<sup>rd</sup>    \_\_\_\_ 4<sup>th</sup>    \_\_\_\_ 5<sup>th</sup>

**If this is a recurring event, please list dates that you will not be meeting below: Example; 12/24, 12/25, 12/31, 1/1**

Contact Name: \_\_\_\_\_ Contact Telephone #: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_ Date Form Submitted: \_\_\_\_\_

**If any AV equipment will be needed for this event, please be sure to submit the AV Request form to Bob Buzenski at least two weeks before your event.**

***\*It is the responsibility of each group to restore the room to its original condition upon conclusion of the meeting.***

***Garbage should be bagged and placed in the outside dumpsters.***

***Lights should be turned off when done.***

***Food is allowed only in the tiled areas of the building.***

***Thank you!***

***- Libby Muhoberac & the SJN Facilities Team***