

# SMG EVENT SCHEDULING FORM 5-2008

SMG Fax #: (317) 867-3263

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

Name of Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Cell #: \_\_\_\_\_

Event: \_\_\_\_\_

\_\_\_\_\_ One Time Event \_\_\_\_\_ Ongoing Event

Meeting Interval (if ongoing): \_\_\_\_\_  
(i.e., every Monday, 1st Wed of month, etc.)

Starting Date: \_\_\_\_\_ Time: \_\_\_\_\_

Ending Date: \_\_\_\_\_ Time: \_\_\_\_\_

Event in Bulletin: Y/N \_\_\_\_\_ (If yes, also submit a Bulletin Announcement Form)

Approximate Number of Participants: \_\_\_\_\_

Room Preference: \_\_\_\_\_

Parish Hall (PH) (Holds 535)	Parish Conf Rm (PCONF) (Holds 15)
Chapel (CH) (Holds 100)	Parish Narthex (PARNAR) (Holds 80)
School Narthex (NAR) (Holds 100)	Youth Room (YR) (Holds 100)
Meeting Room #1 (ST_AUG) (Holds 50)	Gym (GYM) (Holds 200)
Meeting Room #2 (JP_II) (Holds 35)	School Library (SchLib) Holds 30
School Conf Rm (SCHCON) (Holds 10)	

Will a key be required: Y/N \_\_\_\_\_ (If Yes, contact Pat Gorman @ 867-3213, ext. 127)

Is additional equipment needed: (Y/N) \_\_\_\_\_

If so, what: \_\_\_\_\_  
(i.e., podium, microphone, VCR, extra tables & chairs, etc.)

Will refreshments be served: Y/N \_\_\_\_\_ (If Yes, a vacuum cleaner & cleaning supplies will be provided)

Will the school or parish kitchen be used: Y/N \_\_\_\_\_ (If Yes, the Kitchen Checklist must be completed)

**I accept full responsibility for this meeting/event and all who attend.**

**I will ensure that the meeting area is left clean and returned to its original condition unless otherwise arranged with the office.**

**I am responsible for ensuring all children who may accompany participants are supervised AT ALL TIMES.**  
**I am also responsible for ensuring that the meeting area and building are secured when we vacate the premises.**

**I understand that meetings/events must be over by 9:45 p.m., the building must be vacated by 10:00, and all outside doors must be locked before leaving.**

\_\_\_\_\_  
(Signature & Date)

----- For Office Use Only -----

Date Scheduled \_\_\_\_\_ Scheduled by \_\_\_\_\_

Copy to Rich Ilk (date) \_\_\_\_\_