

# St. Mary on the Hill Catholic Church

## Church Sponsored Events Planning Worksheet

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

Name of Event: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Coordinator/ Chairperson (s): \_\_\_\_\_

Phone number (s): \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Maintenance Personnel needed from \_\_\_\_\_ to \_\_\_\_\_

### Location:

Church: \_\_\_\_\_

Parish Hall\*: \_\_\_\_\_

Upper Room: \_\_\_\_\_

Senior Center: \_\_\_\_\_

Gym\*: \_\_\_\_\_

Cafeteria\*: \_\_\_\_\_

St. Anne's: \_\_\_\_\_

Annunciation House (YC, MR1, MR2): \_\_\_\_\_

*\*If you are using the Gym, Parish Hall or Cafeteria, please annotate your setup on the appropriate facility drawing.*

Estimated number of attendance: \_\_\_\_\_

Set Up: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Food / Beverages: \_\_\_\_\_

\_\_\_\_\_

All items must be removed from the hall and kitchen area. Clean up includes removal of all food, supplies and dishes that you bring with you. All food must be removed from the refrigerators. Trash containers should be emptied and taken to the dumpster. Sinks and countertops should be cleaned and the floor mopped in the kitchen and elsewhere, if needed. It is our hope that this procedure will facilitate an orderly process that will benefit the entire parish.

St. Mary's reserves the right to use the facilities for important functions. At such times we will notify the renters as far in advanced as possible and will try to secure another room within our parish facilities for them. St. Mary's also reserves the right to terminate a rental agreement.

**Please return this form to the Church Office when completed.**