

Church of St. Monica

1700 Buford Highway

Duluth, GA 30097

Phone: 678-584-9947 Fax: 678-584-9760 www.saintmonicas.com

Admin Bldg., Classrooms, Lyke Hall, Nursery, Church, Narthex available Sunday – Saturday 9:45AM – 9:00PM

Saint Augustine Hall available Sunday – Saturday 8:00am-12 midnight

FACILITY REQUEST

DATE OF REQUEST: _____ DATE APPROVED: _____

TYPE OF EVENT: _____

NAME OF ORGANIZATION, FAMILY OR INDIVIDUAL: _____

CONTACT PERSON: _____ PRIMARY PHONE: _____

EMAIL CONTACT: _____

ADDRESS: _____

Recurring Weekly Bi-Monthly Monthly Quarterly

Rooms are assigned based on size and type of function. Availability is subject to liturgical events. All functions requesting liturgical involvement must be approved by liturgy committee and will require additional processing time.

DATE & DAY (of function)	SET UP (building access- dependent upon event size)	START (Time to be published)	ENDING (Published ending time)	CLEAN UP (departure time from building. 30- 60 mins. dependent about event size)	NUMBER OF ROOMS	NUMBER OF PEOPLE EXPECTED
EX: 1/17/15 Saturday	6:45PM	7:00PM	8:45PM	9:00PM	3	30

Equipment Requested:

TV & DVD Overhead Projector

Microphone Recorder

Projector Podium

Sound System Screen

Setup: Indicate room preference please:
(Each organization is responsible for their own set up/clean up)

Classroom (seats up to 32)

Lyke Hall (chairs only 150/with tables 120)

St. Augustine Hall (350 chairs only/160 with tables & dance floor/ 224 with tables no dance floor)

St. Aug. Hall A Hall B Hall C

Narthex

Kitchen Use: (you must have 2 kitchen certified people).

Will kitchen be required? Yes No

Is your group kitchen certified? Yes No

1st Kitchen Contact person (name/email/phone)

2nd Kitchen Contact person (name/email/phone)

Licensed caterers using the kitchen must complete our parish kitchen training at least 30 days prior to event and be present during event.
Proof of insurance is required for caterers.
If a licensed caterer is not being used for the event, then 2 people must complete our parish kitchen training at least 30 days prior to event to become kitchen certified and be present during event.
Caterers or persons using the kitchen must comply with all items on kitchen checklist.

Refrigerator Coffee maker Pitchers/Water Ice maker
Will alcohol be served at this event? Y N
Will the event use an outside vendor/DJ? Y N

Email completed form to Madeline.Murphy@saintmonicas.com or place in drop box outside the Faith Formation Building. All requests subject to liturgical events. You will be contacted to confirm approval of request by Facility Scheduler Mmurphy@saintmonicas.com or Facility Coordinator Carol Skowronski Carol@saintmonicas.com

OFFICE USE ONLY

Copy to: Facility Scheduler Facility Coord. Fac. Manager's Liturgy Committee (if necessary)

Rcvd by/Date: _____

Approved by/Date _____

Special Lockup (ex. No alarm?) _____

Type of setup to be used:

Classroom Lyke Hall St. Augustine Hall (A,B,C) Dinner Dancing
 Round Rectangle

Number of tables required _____

Number of chairs requested _____

Outside Vendor W-9 Completed Yes No N/A

Alcohol Policy sent Yes No N/A

Liability Insurance required Yes No N/A

Policy Compliance statement received Yes No N/A

Function Reconfirmed: Yes No

Equipment requested Yes No

Kitchen Check List Sent Yes No

Deposit Required Yes No

Staff Follow up

Event Cancelled By: _____ Date _____

Room Inspected By: _____

Equipment Returned in working order: Yes No

Follow up letter required: Yes No