

ST. JOAN OF ARC PARISH
ROOM USE REQUEST FORM
Return to Parish Office – 9248 Lawndale Avenue 847.673.0409

Organization/Event: _____

*Contact Name: _____ Best Phone Number: _____

*** Please note this person will be in charge of keys, set-up and clean-up. This person is to see that, when the event is over, the rooms used are in good condition, appliances are turned off, the lights are shut off, the room is locked up and keys are returned.**

Event: _____ Date(s) of Event _____

Hours: Start Time _____ End Time _____

What room(s) do you need? Church Gym Gym Kitchen Auditorium

Art Room Music Room Rectory Dining Room Rectory Meeting Rm

Kitchen Classrooms Other Please explain: _____

If you intend to use the **kitchen** please check specific needs in kitchen:

Ovens Stove Dishwasher Refrigerator Freezer Aprons

Coffee Urns / Pots Dishes/Silverware Salt/Pepper Holders Sugar/Creamers

Do you need set up time? Yes No Date _____ Time _____

Do you need keys to the building? Yes No

Do you need maintenance help for set up? Yes No

If yes, what do you need? Please describe: (ie; tables arranged, tables washed, floors swept, number of chairs, etc.)

Please attach a drawing of how you'd like the room set up.

Do you need any special equipment? Microphone/PA LCD Projector

Projection Screen Piano Podium Easel Board/Paper Blackboard

Lighting Board/Stage Lights Other Please list: _____

Do you need special supplies? Yes No If no, you must supply your own.

If yes, please explain: (ie; markers, table clothes, paper plates, etc.)

Date and time clean-up will occur: _____

NOTE: You are responsible for disposing of leftover food (do not leave it in the refrigerator). Garbage bags are to be tied and taken to the dumpster. Also, if something is damaged, your organization will be responsible for its repair.