

2017.2018 Facility Usage Request Form

ST. JAMES THE APOSTLE PARISH | 480 S. PARK BLVD | GLEN ELLYN, IL 60137

FOR OFFICE USE ONLY:

DATE COMPLETED _____ BY _____

Usage of the facilities at St. James is not guaranteed and no date is firm, until the request has been approved and confirmed with you. All fundraising activities must first be approved by the Parish Council by submitting a **Fundraising Approval Request Form**.

Organization: _____ Date (s) Requested for Event: _____

Event Name: _____ Noise Level Anticipated at Event: Quiet Average Loud

Please indicate below all facilities that are needed for your event {otherwise we cannot guarantee your space needs}

St. James Hall 1 St. James Hall 2 St. James Hall 3 St. James Hall Kitchen St. James Hall Back Hallway
 Church Church Narthex Church Coat Room All Other: _____

St. James School*: Gym Gym Kitchen Other: _____

Ministry Center*: Dining/Kitchen ML Conference Other: _____

*Prior permission required to schedule these facilities: School: Mrs. Warco at 469.8060 (OR) Ministry Center: Lisa Gilligan at 469.7540, x205

Time Event Begins: _____ AM PM Time Event Ends: _____ AM PM (**Actual** time when participants **arrive & depart**)

Additional minutes needed for setup: _____ Additional minutes needed for cleanup: _____

Will tickets be sold as part of this event? Yes* No Will alcohol be sold or served at this event? Yes** No

All volunteers for any activities involving children must have completed the "Protecting God's Children" Program.

If your event involves children, have all participating volunteers fulfilled all requirements of the program? Yes No

***If yes**, please complete a **Fundraising Approval Request Form** and an additional **Facility Usage Request Form** requesting the **Church Narthex** for ticket sales after all weekend Masses for a maximum of two (2) weekends.

****If yes**, there are additional guidelines that need to be followed. Please contact the Ministry Center for additional information.

For Monthly, Recurring Meetings, please indicate the frequency:

Every:	<input type="radio"/> Sunday	(OR)	Day(s) of the month:	<input type="radio"/> First	<input type="radio"/> Sunday of the month
	<input type="radio"/> Monday			<input type="radio"/> Second	<input type="radio"/> Monday of the month
	<input type="radio"/> Tuesday			<input type="radio"/> Third	<input type="radio"/> Tuesday of the month
	<input type="radio"/> Wednesday			<input type="radio"/> Fourth	<input type="radio"/> Wednesday of the month
	<input type="radio"/> Thursday			<input type="radio"/> Last	<input type="radio"/> Thursday of the month
	<input type="radio"/> Friday				<input type="radio"/> Friday of the month
	<input type="radio"/> Saturday				<input type="radio"/> Saturday of the month

Date of First Meeting: _____ Date of Last Meeting: _____

Skip Months: January February March April May June
 July August September October November December

Setup Needs: please answer the following & then complete reverse side:

Is setup needed? No-Will Use Default Setup Yes (If yes, please answer the following):

We need setup for: St. James Hall 1 (holds 20+ people) St. James Hall 2 and/or 3 (holds up to 20 in each room)
 Church Narthex Other (specify): _____

Number needed of: Round Tables: _____ (60"round—seat 8 people each—we have a total of 16)
 Rectangular Tables: __ (8' x 30": seat 8 people each—we have a total of 23)
 Rectangular Tables: __ (6' x 18": seat 3 people each—we have a total of 8)
 Lunch Tables: _____ (seat 16 people each—we have a total of 10)
 Chairs: _____ (we have a total inventory of 342; 257 for SJH 1, 73 for SJH 2/3; 12 mismatched)
 White Fundraising Table: _____ Highboy Tables: _____ (24"round—we have a total of 10)



Additional items needed:

Room Key* Podium Microphone TV/DVD Easel (including in Narthex)
 Projector* Coffeepots/Kitchen Items** Room Divider (s) Other: _____

* Sign Out at Ministry Center/Return next day **Refer to 2017.2018 Kitchen Guidelines for Other Available Items

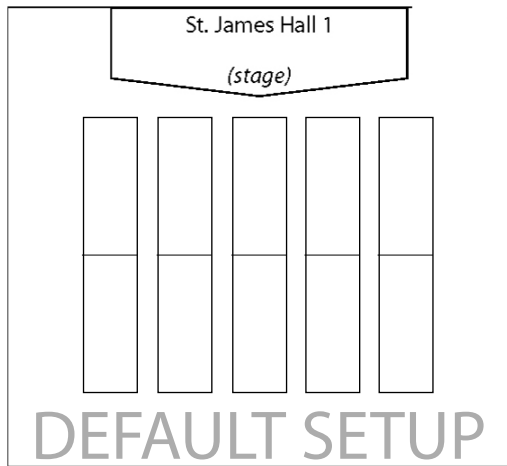
Name: _____

E-mail: _____

Daytime Phone: _____

Setups for St. James Hall 1 (Circle One):

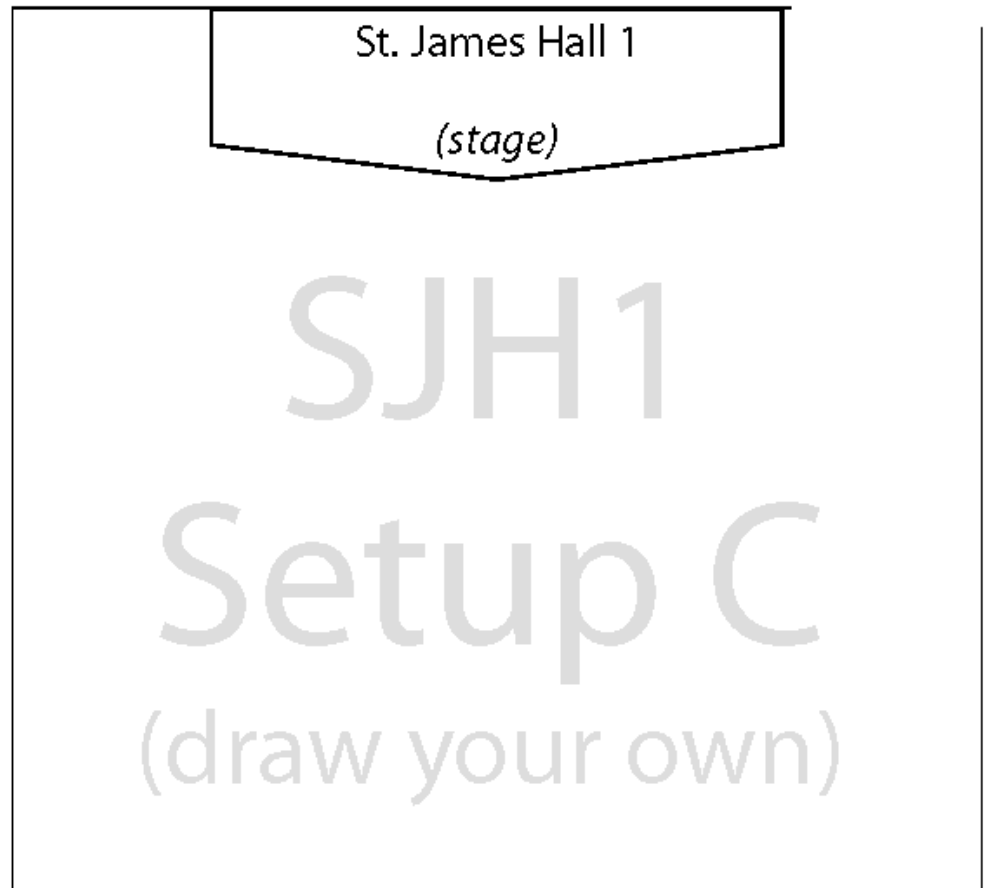
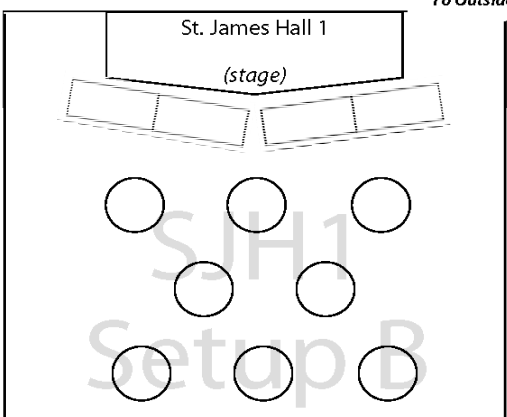
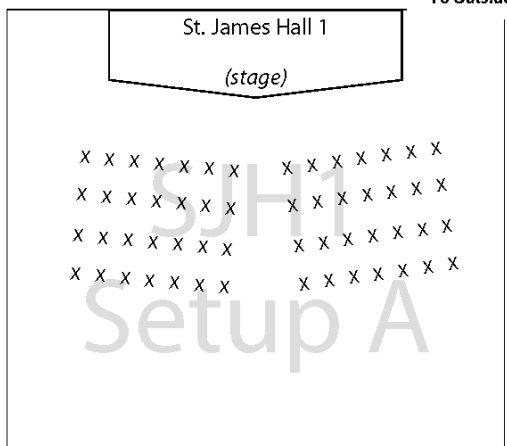
Default Setup —OR— A | Theatre B | Hospitality C | Draw Your Own



◀ **New Default St. James Hall 1 Setup for 2017-2018**

The default setup in St. James Hall 1 now includes 10 lunch tables with bench seating attached, (*seats approximately 160 adults*) as seen in the diagram to the left.

If you check the box **“No, Will Use Default Setup”**, on the front side of this form, most likely this is the setup you will find in place. If you would like the standard with additional setup around it, please use the box below ▼



Setups for St. James Hall 2/3 (Circle One):

A | Undivided

B | Divided

C | Draw Your Own

