

—Facility Usage Request Application—

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

No date is firm until approved and confirmed by the Parish Office. Fundraising events require additional application and approval.

A) APPLICANT/GENERAL EVENT INFORMATION

Organization: _____

Event Name: _____

Event Supervisor: _____

Email address: _____

B) EVENT INFORMATION | * Additional items required if answer is "yes" to questions with asterisk. Contact lisa@stjamesge.org

Start Date: _____ End Date: _____

Anticipated Noise Level ☐ AVERAGE ☐ LOUD

Setup Begins: _____ ☐ A.M. ☐ P.M.

Will tickets be sold? ☐ YES* ☐ NO

Event Begins: _____ ☐ A.M. ☐ P.M.

Will alcohol be sold or served? ☐ YES* ☐ NO

Event Ends: _____ ☐ A.M. ☐ P.M.

Does event serve unaccompanied

Cleanup Ends: _____ ☐ A.M. ☐ P.M.

children and/or vulnerable adults? ☐ YES* ☐ NO

C) RECURRING MEETING | If meeting is recurring, please indicate dates and times above and frequency below:

EVERY

(OR) DAY OF THE MONTH

☐ Monday

☐ First

☐ Monday

☐ Tuesday

☐ Second

☐ Tuesday

☐ Wednesday

☐ Third

☐ Wednesday

☐ Thursday

☐ Fourth

☐ Thursday

☐ Friday

☐ Last

☐ Friday

☐ Saturday

☐ Saturday

☐ Sunday

☐ Sunday

D) FACILITIES REQUESTED | * Prior permission required for usage of parish offices and/or school from lisa@stjamesge.org

☐ Sebahar Hall 1

☐ Church

Parish Offices*

School*

☐ Sebahar Hall 2

☐ Narthex

☐ Dining Room

☐ Gym

☐ Sebahar Hall 3

☐ Church All

☐ Kitchen

☐ Gym Kitchen

☐ Sebahar Kitchen

☐ Choir Room

☐ Conference Room

☐ Other:

☐ Sebahar Back Hallway

☐ Youth Room

E) SET-UP NEEDS | See reverse side for graphics with setup options

Will you use the default room setup? ☐ YES ☐ NO (PLEASE INDICATE PREFERRED SETUP ON REVERSE SIDE ►)

F) MATERIALS NEEDED | Please indicate materials needed and number needed (when applicable)

☐ Round Tables # _____ (60" round; seat 8; 16 total)

☐ Room Key (Sign out at Parish Office/Return to Dropbox)

☐ Rectangular Tables # _____ (8'x30"; seat 8; 23 total)

☐ Projector (Sign out at Parish Office)

☐ SBH 2/3 Tables # _____ (6'x18"; seat 3; 8 total)

☐ Microphone

☐ Lunch Tables # _____ (Seat 16; 10 total)

☐ Podium

☐ Narthex Tables # _____ (6'x30"; 2 total)

☐ Easel

☐ Highboy Tables # _____ (24" round; 10 total)

☐ Kitchen Items/Coffeepots (Refer to Kitchen Guidelines)

☐ Chairs # _____ (257 in SBH1; 73 in SBH2/3)

☐ Other _____

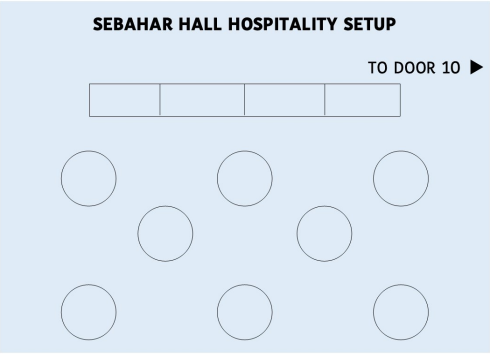
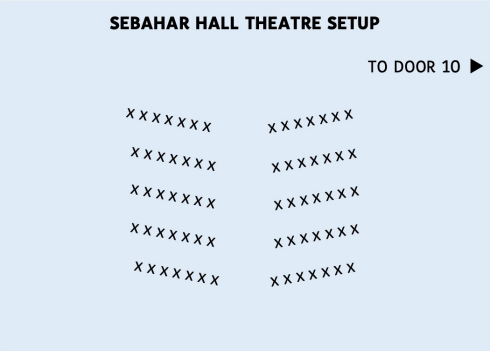
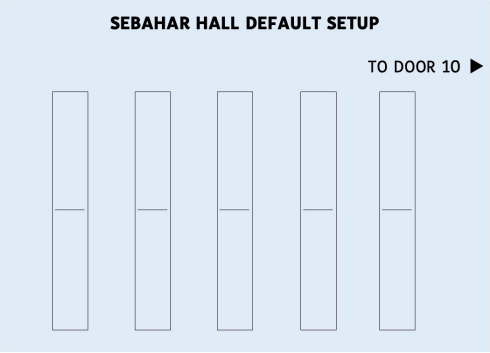
ADMINISTRATIVE USE ONLY | Date Entered in Calendar _____

Applicant Notified of Approval _____

FORM REVISED 6/24 | LMG

SETUPS FOR SEBAHAR HALL 1

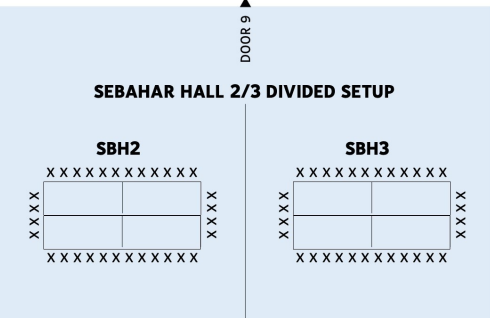
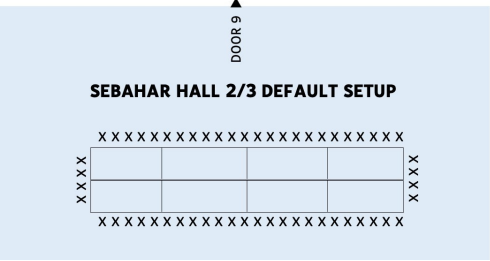
Please indicate your preferred setup:
 ☐ DEFAULT
 ☐ THEATRE
 ☐ HOSPITALITY
 ☐ CUSTOM SETUP



CUSTOM SETUP FOR SEBAHAR HALL 1
 (DRAW YOUR OWN)
 TO DOOR 10 ►

SETUPS FOR SEBAHAR HALL 2/3

Please indicate your preferred setup:
 ☐ DEFAULT
 ☐ UNDIVIDED
 ☐ DIVIDED
 ☐ CUSTOM SETUP



CUSTOM SETUP FOR SEBAHAR HALL 2/3
 (DRAW YOUR OWN)