

SJB Event Request Form

Name of the Event _____
(Example: Back to School Night Reception)

Sponsor Organization _____

Sponsor Individual in Charge _____

Email _____ Phone _____

Date of Event _____ Start Time _____ End Time _____

Location of Event _____ Number of People _____
(Building & Room Name or Number)

Signature of Principal Required for School or H.S.A. Event: _____
Principal's Signature and Date

Set-Up & Clean-Up Request

Table/Chair Set-Up Yes ___ No ___ Key Yes ___ No ___ Room _____

Cleanup Help Yes ___ No ___ Set-Up Form Yes ___ No ___

Cash Box Yes ___ No ___ Kitchen Yes ___ No ___ Kitchen/Lyon *(circle one)*

Sponsor Cleanup Responsibilities & Checklist:

- Store decorations and accessories _____
- Clean and store kitchen supplies _____
- Clean tables _____
- Clean floor debris _____
- Chairs & Tables Stacked _____
- Trash taken to dumpster _____
- Floor swept and mopped _____
- Lights Turned Off _____
- Room and Building Locked _____

Sponsor has been notified that the date and time of the event are acceptable and that the additional duties noted above are the sponsor's responsibility regardless of the availability of a cleaning crew to help. Sponsor has been notified of the availability of a cleaning crew.

Date and Initials of Parish Staff Member

Sponsor Signature

By signing this document, I recognize that I am the individual sponsor and that I am responsible for the duties and responsibilities listed. There will be no gambling or alcohol at the event, and the actions and words of participants – and the event itself – will be consistent with the teachings, morals and faith of the Catholic Church.

Sponsor's Signature and Date