



THE CHURCH OF ST. FRANCIS XAVIER

Scheduling Request Form

Please fill out this form with your request for use of space at the Church. It is important that you complete the form in its entirety.

Event Name: _____

Is the event public or private _____

Space requested (Church, Hall, etc.): _____

Organization: _____ Contact: _____

Address: _____

City / State: _____ Zip / Postal Code: _____

Name of event organizer _____

Phone: (____)____ - _____ Work: (____)____ - _____ Cell: (____)____ - _____

E-mail Address: _____ Total number of guests anticipated _____

Type of Event: Reception Meeting Concert Other: _____

Description of Event: _____

Required date(s): From: ____/____/____ To: ____/____/____

Top 3 desired dates listed by priority _____

Time of actual event: Beginning: _____ (a.m.) (p.m.) Ending: _____ (a.m.) (p.m.)

Time required for: Setup: _____ minutes Cleanup: _____ minutes

Frequency of event (i.e. once, 2nd Wednesdays, monthly, etc.). For insurance purposes an event is defined as occurring over consecutive days not to exceed 10 days.

List any involved ministries: _____

Budget (if applicable) : _____

Other comments or requests for available amenities (e.g. number of tables and chairs, public address system, etc.):

Will alcohol be served at this event? Yes No

You (and any caterer or vendor used in conjunction with this event) must provide a completed Certificate of Insurance naming the Church of St. Francis Xavier as an additional insured with general liability coverage including host liquor liability, if applicable, in the amount of \$1,000,000.00 PER OCCURANCE 2 (two) weeks prior to the event.

Smoking inside the building is prohibited. The Church of St. Francis Xavier reserves the right at any time to terminate any event in the building for behavior unbecoming the church, activities disruptive of church functions or disturbing the neighbors of the church, or breach of terms of this agreement. These conditions include (but are not limited to) damage to church property, excessively loud music or undignified gatherings outside of the church. Moreover, the determination that such conditions exist will be solely within the discretion of the Pastor of the Church of St. Francis Xavier or other designated Church personnel. Rental fees are not refundable if the Church chooses to exercise its options to terminate activities.

A refundable damage deposit in the amount of \$1,000 shall be paid at least 2 (two) weeks prior to the event. A complete list of set-up needs, floor plan, decorating plans and expected deliveries and times must be presented in writing no later than ten days prior to the event date.

Please return this form to the Parish Office representative as soon as possible. You will be contacted if clarification is required and informed if there are any changes to the schedule you have requested. You should receive confirmation/ denial of the event(s) for your organization within 2 (two) weeks. If any changes to this request are desired, please contact the Parish Office as soon as possible.

Lessee initials _____

For office use only: Date submitted: _____ Date confirmed: _____