



## SCHEDULING REQUEST FORM

To reserve a room for use in the Church, Parish Center or the Ministry Building, please complete this form and submit to the Parish Office for scheduling.

All St. Philip Neri Campus buildings are open from 6:15 pm to 9:15 pm

**This room request is only for the fiscal year of July through June.**

Date Submitted: \_\_\_\_\_ Date Requested: \_\_\_\_\_ Fiscal Year 2018-19

Group/Organization/Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Space/Room Requested: \_\_\_\_\_

Time Requested (include setup time): \_\_\_\_\_

Actual Meeting/Event Start Time: \_\_\_\_\_ Actual Meeting/Event End Time: \_\_\_\_\_

Approximate Number Participating: \_\_\_\_\_

**Each group is responsible for setup and take down. Please refer to Facilities Scheduling Policy**

Fee: \_\_\_\_\_ If applicable, fee must be paid prior to the event.

Audio/Visual Request: Do you need audio or visual support? Yes No (Please circle one)  
30 days prior notice is required. If yes, please provide the information requested below.

Audio – microphone, etc. *Please specify* \_\_\_\_\_

Video – presentation with slides, picture, etc. *Please specify* \_\_\_\_\_

Will AV Volunteer be needed, or are you providing your own AV resource? \_\_\_\_\_

Clean up: All groups are expected to return the room/building to its original condition. If not, there will be an additional fine and an additional \$50 fee for late or lost key. Any breakage during an event will be charged to the responsible party.

***As the representative of the above group, I understand and agree to the requirements therein, I will assume responsibility for compliance. Our group is aware that St. Philip Neri Catholic Church assumes no liability for injuries received on the church property.***



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**Signature:** \_\_\_\_\_

*\*Reserving a room in any of the parish facilities implies agreement to abide by the guidelines set forth in the Facilities Scheduling Policy.*

*\*\*For security reason and because of multiple room requests, **if an event is cancelled** you must notify Isa Montes at 803.548.7282 ext. 225.*

Office Use Only:

Date Approved and Entered: