



Infant Jesus Parish

Facilities / Event Request Form

(Please feel free to make copies as needed.)

The deadline for submitting the upcoming year's Events and Facilities reservations is

JULY 15th of each year.

All facilities reservations are on a First Come—First Serve basis.

**All reservations must be made
via the forms included in this packet.
No requests will be taken over the phone.**

Please Carefully Read These Instructions

1. This form is available in both hard copy and digital PDF versions.
 - a. The PDF version may be filled in directly on your computer through a PDF reader application such as Adobe Reader. See the next page for how-to instructions. Once you have completed the form and saved it to your computer, it can be e-mailed to Rectory@InfantJesus.org.
 - b. The hard copy (paper) version should be completed and then returned to the rectory. It can be dropped off in person during the Rectory's regular business hours or sent via mail to the address listed at the bottom of the page.
2. The '**Facilities/Events Request Form**' must be filled out **completely**. Make sure that you include the Event Name, Organization, Contact Information and the Name of the Facility being requested. Note that the Event Date and Time are for when the event is ongoing. The Set-up Time is noted separately.
3. The '**Parish Events Set-up Form**' is used to specify any set-up requirements that you may have that need to be provided by the parish.
4. These forms must be signed and dated. For electronic versions of the form simply type in your name.
5. If you have any questions, you may call the Rectory at 631-473-0165 or send an e-mail to





These PDF Forms Are Digitally Fillable!

**You can still fill out the forms on paper,
but better yet, fill them out on your computer or device**

Method 1: Hard-copy (paper) forms.

- 1.This is the simplest method. Hard-copies of the form are available in the Rectory. You may also print them out if you have received a digital PDF file copy of the form.
- 2.Please fill out the form with neat and clear handwriting and sign all the pages. The forms can be dropped off or mailed to the parish rectory at the address listed below.

Method 2: Digital-copy (PDF file) forms.

- 1.You may have received a digital (PDF file) copy of the form in your e-mail. If you do not have one, they are available at the Infant Jesus website: www.InfantJesus.org. You may also contact the Rectory and request that a copy be e-mailed to you. See below for contact information.
- 2.Open the file on your computer. If you are having technical issues or questions, please contact the Rectory
- 3.Filling it out is for the most part just like using your favorite word processor. Click on the field you wish to enter and start typing. Repeat for most fields.
- 4.Some fields may be check-box fields. Click to add a checkmark, click again to remove it.
- 5.SIGNING THE FORM: Currently the digital version is not using secure digital signatures. Simply type in your name and date.
- 6.Rename and saved the completed form under a new file name (hint: 'Save As'). For example: Simply add your Organization name to the end of the file name. This will allow us to properly file and identify your organization.
- 7.You may print out the forms and return them in person or via mail to the Rectory, or you may send them to the Rectory as an attachment via e-mail. Contact information is listed below.
- 8.For help in using any of these features, please call or e-mail us at the Rectory. The contact information is listed below.



Facilities / Event Request Form

RECTORY OFFICE USE ONLY	
Date Received: _____	Entered: _____
Comment: _____	

Please complete this form and submit it to the parish rectory (see contact information at page bottom) to schedule events for posting on the parish calendar and for the use of facilities during the coming year. It is important that you fill out this information completely and accurately. **Incomplete or inaccurate forms will be returned and must be resubmitted.**

Event Name: _____

Organization: _____

Event Contact Person: _____

Address: _____

Phone Number(s): _____

E-Mail Address: _____

Facility Requested: _____

Event Dates: **From:** _____ **To:** _____

For repeating events, enter the first and final dates the event is being held during the parish year: Sept.-Aug.)

Event Times: **Starts at:** _____ **Ends at:** _____

Event Set-up Times: **Set-up Time :** _____ **Clean-up Time :** _____

Event Frequency: (once, daily, weekdays, first Saturday, every 2nd Tuesday, etc.)

Event Frequency

Exceptions:

General Comments:

(Please use the *Event Set-up Form* to specify complete setup information)

Please return this form to the Rectory. You will be informed if there are any difficulties in processing your request. If your organization is planning any changes for this event, please inform us as soon as possible.

Signature

Date

Parish Facilities Event Setup Form



Event Organization : _____

Event Name: _____

Facility To Set-up (Check) :		<input type="checkbox"/> Chapel
<input type="checkbox"/> Convent Meeting Room #1— Old Chapel	<input type="checkbox"/> Church	
<input type="checkbox"/> Convent Meeting Room #2— Santiago Room	<input type="checkbox"/> Lower Church	
<input type="checkbox"/> Convent Meeting Room #3— Dinette Room	<input type="checkbox"/> Montfort Hall (Set-up Required)	
<input type="checkbox"/> Other Facility: _____		

Yes, this event requires Set-up by Parish No, this event does **not** require any Set-up

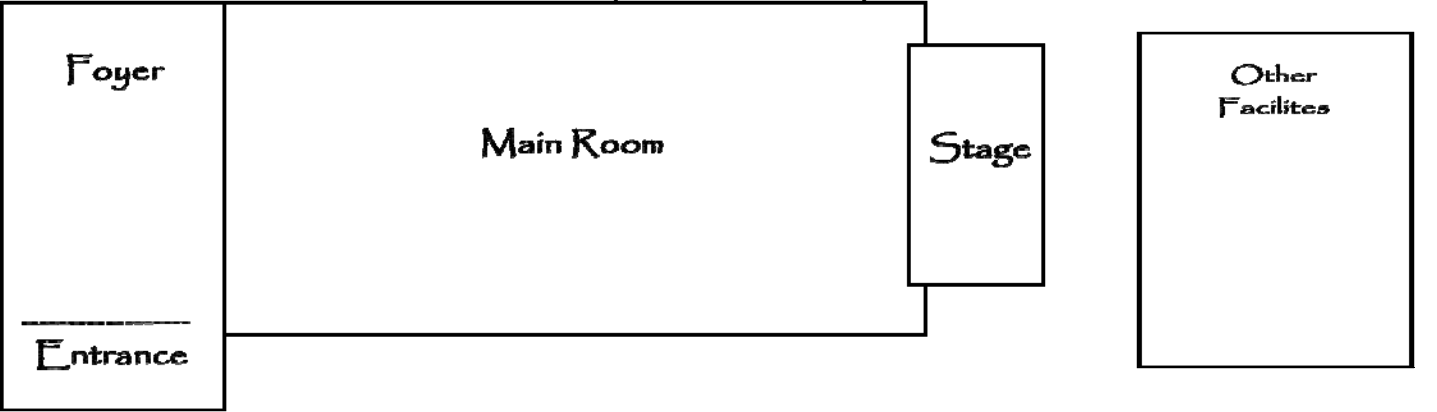
Set-up Resources Needed: Please indicate which resources your event will require and how many of each resource will be needed. Mark placement and arrangement of the resources on the appropriate diagram below. Also, be sure to add comments to clarify your set-up requirements.

How many? _____ Long Tables _____ Chairs _____ Lectern

Use/Set-up? _____ Audio _____ Video _____ Kitchen _____ Stage

Other Resources: _____

Montfort Hall Set-up Diagram: Kitchen **General Set-up Diagram:**



Set-up Comments:

Event Coordinator: _____

Phone Number(s): _____ **E-Mail:** _____

Signature: _____ **Date:** _____

Form Submitted By _____ to Rectory On _____		For Office Use Only
Setup Approved: <input type="checkbox"/> YES <input type="checkbox"/> NO Date: _____ Signed: _____		
Comments: _____		