

Calendar/Reservation/Maintenance/Promotion/Security Requests

REQUESTS MUST BE SUBMITTED AT LEAST 4 WEEKS PRIOR TO THE EVENT.

****Completed forms are to be turned into Office Receptionist. Once approved, the requestor will be notified by email.****

Addition Deletion Change - original date was _____

Name of Requestor: _____ Today's Date: _____

Requestor Phone: _____ Requestor Email: _____

Club/Organization: _____ Event Name: _____

Event Date(s) Needed: _____ Event Start Time: _____ Event End Time: _____
(required) (required)

Location Requested: Room 100 Room 102 Media Center (after 3PM) Main Lobby Chapel Gym
 Auditorium Auditorium Lobby Faculty Dining Room Kitchen Cafeteria-front Cafeteria-back
 Stadium Other _____

Maintenance Information: (if applicable)

Set Up Date: _____ Time Set Up to be Completed: _____ Tear Down Start Time: _____

Special Instructions (use reverse to draw sketch): _____

Fundraiser Information: (if applicable)

Profits will be used for (be specific) _____

Tickets: Price \$ _____ Includes: _____

Raffle: Yes No Prize: _____ Value: _____ (license must be attached)

Alcohol: Yes No (alcohol may not be sold or advertised as available)

Name of Contact for Event _____ Phone: _____

Request must include: Operating Expenses/Costs, Anticipated Profit, Full Details of Fundraiser, List of Individuals/Companies to supply goods or services for free or reduced fee, Promotion other than listed below.

Promotion Requested: (if applicable) (email details to lkeith@yorkcatholic.org)

Social Media: Facebook Instagram Twitter

Email Blasts: Parents/Staff Alumni Friends Futures

PR: YC Website Media/Press Release Church Bulletins Photo Needed

Schaad Security Coverage Needed: (if applicable)

Yes No Start Time: _____ End Time: _____

For office use only

Routing/Approval Process:

Calendar Request Reviewed for Conflicts and Schaad (Office Receptionist)

Final Approval (Principal) Master Internal Public Website

Calendars Updated (Comms) Master Internal Public Website

Promotion (Comms)

Maintenance (Ops Asst)

Signature and Date Approved

After all are checked, return to Front Office for filing