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: ***Signature and Date Approved***

☐Calendar Request Reviewed for Conflicts and Schaad (Office Receptionist) _____

☐Final Approval (President) ☐Master Internal ☐ Public Website _____

☐Calendars Updated (Comms) ☐Master Internal ☐ Public Website _____

☐Promotion (Comms) _____

☐Maintenance (Ops Asst) _____

After all are checked, return to Front Office for filing