St. Therese of Lisieux Church
824 E 45th Street, Brooklyn, NY 11203
stthereseoflisieuxchurch.org ~ (718) 451-1500 (main) ~ (718) 451-1502 (fax) ~ stthereselis@gmail.com

EVENT REQUEST FORM

MUST BE SUBMITTED TO THE RECTORY OFFICE ONE WEEK PRIOR TO THE EVENT

Name of Organization: _____

Name of Event: _____

Date of Event: _____

Start Time of Event: _____ End Time of Event: _____

Start Time of Set-up: _____ End Time of Clean-up: _____

Requested Location: _____

Organization Representative: _____

Contact Information for Representative:

Cellphone Number: (_____) _____ - _____

Email Address: _____

Clean-up Assistance Request:
If your group is in need of assistance for cleaning up after your event, you may request the help of one (1) of our Custodians.

☐ **Our Group is in need of assistance for the clean-up after our event.** ***- A $100 donation is required payable to the Parish.***

☐ **Our Group is in need of assistance for both the setup before and the clean-up after our event.** ***– A $200 donation is required payable to the Parish.***

☐ **Our Group will be responsible for both setting up before and cleaning up after our event.**

Signature of Representative: _____ Date: _____

See information on next side.

CAPACITIES OF PARISH FACILITIES

Auditorium: **500** Gym: **200**

IMPORTANT POINTS FOR EVENTS

1. Make sure your event is on the Parish Calendar. Only events submitted to the Rectory Office by an official representative of a parish group is allowed to make a request.
2. After your event:
    a. Turn off all lights.
    b. Turn off Heat or Air Conditioning (if applicable).
    c. Close all windows.
    d. Sweep floors.
    e. Properly clean up any spills.
    f. Throw out all trash into the garbage container next to the School Building. All garbage must be in black heavy-duty bags and tied before being placed into the container.
    g. Place new garbage bags into garbage bins.
    h. Clean common surfaces (i.e., counters, sinks, tables, refrigerators, etc.).
    i. Lock all interior and exterior doors that were opened for your event.
3. Make sure all children are supervised and not running in the building. **IF CHILDREN ARE PRESENT, ALL MEMBERS/VOLUNTEERS OF YOUR EVENT MUST HAVE VIRTUS TRAINING.**
4. If anything breaks or is found broken, inform the Rectory Office as soon as possible after your event.
5. Do not leave any food in any refrigerator or other space after your event.
6. If you are using kitchen facilities, do not throw food items or grease down any drains inside or outside the building.