



Special Committee/Group Event

With or Without Fundraising

St. Therese Parish

9525 W Bluemound Rd, Milwaukee, WI 53226 ♦ Phone (414) 771-2500 ♦ Fax (414) 771-2410
 www.sainttheresemilwaukee.org ♦ info@sainttheresemilwaukee.org

Please PRINT CLEARLY and fill out this form as completely as possible. Then, please put it in the Human Concerns Mailbox in the Sacristy.

This form is for use by Parish Groups/Committees who would like to host an event beyond normal group functions or are sponsoring a fund raiser. All requests are subject to approval and availability of the facilities.

Event Name	Type of Function	Please circle: Youth Adult																		
Space(s) Requested: (Please check all appropriate) <input type="checkbox"/> Heck Hall/Stage <input type="checkbox"/> Heck Hall Kitchen <input type="checkbox"/> Church <input type="checkbox"/> Chapel <input type="checkbox"/> Meeting Space for _____ People <input type="checkbox"/> Other _____																				
Date(s) Requested: (Use both lines for two days of a weekend) <table style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="width: 10%;">Month</th> <th style="width: 10%;">Day</th> <th style="width: 10%;">Year</th> <th style="width: 20%;">Setup start time:</th> <th style="width: 20%;">Building vacated by:</th> <th style="width: 20%;">Actual Event Start time:</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____ AM/PM</td> <td>to _____ AM/PM</td> <td>_____ AM/PM</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____ AM/PM</td> <td>to _____ AM/PM</td> <td>_____ AM/PM</td> </tr> </tbody> </table>			Month	Day	Year	Setup start time:	Building vacated by:	Actual Event Start time:	_____	_____	_____	_____ AM/PM	to _____ AM/PM	_____ AM/PM	_____	_____	_____	_____ AM/PM	to _____ AM/PM	_____ AM/PM
Month	Day	Year	Setup start time:	Building vacated by:	Actual Event Start time:															
_____	_____	_____	_____ AM/PM	to _____ AM/PM	_____ AM/PM															
_____	_____	_____	_____ AM/PM	to _____ AM/PM	_____ AM/PM															
Food* will: <input type="checkbox"/> not be present <input type="checkbox"/> be brought/catered in <input type="checkbox"/> be cooked on premises Beverages** will: <input type="checkbox"/> not be present <input type="checkbox"/> be brought/catered in *Food or cooking materials may not be left in refrigerators, cupboards, etc. **Alcohol may not be brought onto or consumed on the premises without special permission and license.																				
Publish this event in the Bulletin Weekly Events and Website Calendars: <input type="checkbox"/> Yes <input type="checkbox"/> No Please submit bulletin articles or pulpit announcements in writing to the Administrative Assistant. Bulletin articles are due on Monday by 8:30AM; pulpit announcements on Thursday by 12:00PM.																				
Event Set-up If you need to do any preparation or set-up before the day of your event, please call the parish office for authorization and availability of set-up dates and times. Set-up date(s) requested: _____																				
Please list any set up you need from Building Services: Please list what you need, <i>and</i> how it should be arranged. Feel free to attach a diagram separately.																				
If you are also collecting money or any items, please fill out this section. Otherwise, skip to Page 2.																				
Sponsoring Group _____ Benefiting Group _____																				
What will be collected? _____																				
Specifically, to what purpose will the funds/items be put? _____																				
Does this event include a raffle, lottery or other game of chance*? <input type="checkbox"/> Yes <input type="checkbox"/> No *If yes, please contact the Bookkeeper immediately. Raffles are games of chance in which tickets are sold and a drawing for prizes is held. Special licenses from the State of Wisconsin are required in advance of the event. In addition, specific rules must be adhered to regarding the form of the tickets, form of advertising and general conduct of the event. Finally, certain records must be maintained and special financial reports must be filed with the State of Wisconsin. Failure to comply with the applicable rules and regulations puts the parish at risk.																				

Please note the following:

1. **St. Therese is strictly a non-smoking environment. This applies to the buildings and the grounds.**
2. It is expected that the two people in charge of the activity for which the request has been made will arrive on the premises by the time indicated for set-up, and remain until the last member/attendee has vacated the premises.
3. Please immediately report any damage or breakage of property belonging to St. Therese Parish to Denise Dostalek, Building Services Coordinator.
4. If a key is loaned to open the facility, please return it via the mailbox outside the lobby doors before departing the premises.
5. Please fill out the enclosed checklist, and return it to the parish via the mailbox outside the lobby doors before departing the premises.
6. Should the event be cancelled for any reason, it is the responsibility of one of the two contacts to notify the members/attendees.

Thank you for your cooperation and consideration.

Please note: Two Contacts from the Parish are required. Contacts are responsible for any set-up and take-down of the event not listed on the front of this form. If anyone inquires about more details for this event, the name and phone number of the First Contact will be given.

First Contact Name:		
Contact Information:		
Home: () _____	Cell: () _____	Email: _____
Second Contact Name:		
Contact Information:		
Home: () _____	Cell: () _____	Email: _____

Denise Dostalek, Building Services Coordinator, will call First Contact Person to set up an orientation at least one week before the event. This orientation will include instruction about door locks, appliances, procedures, and event checklist. For your safety, insurance concerns, and general care for our parish, this orientation is necessary. Thank you for your consideration and cooperation. (A few minutes of preventive care can save the cost of accidents and mishaps.)

First Contact Signature _____ **Date** _____

Second Contact Signature _____ **Date** _____

Please detach the following sheet and retain for your use. ➡

For Office Use:

Approval: Human Concerns _____ Date _____
 Parish Director _____ Date _____

If fundraiser: { Finance/Administration _____ Date _____
 Parish Council _____ Date _____

Keys Issued: Glass Lobby Doors Inside Office Doors Allen Wrench
 Others _____

Date Returned _____ Initials _____

Copies to: Administrative Assistant Building Services Bookkeeper (if fundraiser)

Group hosting event: _____ Date of event: _____

St. Therese Parish Event Checklist

Please detach this page and use it before and after the event so that the parish is properly cared for, and to ensure success. Please return it via the parish mailbox after the event. Thank you for your cooperation.

Before the event:

- Acquire a key from the Administrative Assistant (if needed).
- Submit bulletin article to Administrative Assistant (if applicable).
- Arrive before start time of event.
- Set-up tables, chairs, and any other equipment needed, or request setup from the Building Services Staff. (If no setup is requested on the first page, the requesting group is responsible for their own setup.)
- Turn on lights and unlock doors for guests.
- Hang sign on glass lobby doors to direct people where to go (if applicable).

After the event:

In the kitchen or kitchenette:

- Turn off stoves and convection oven (if using Heck Hall kitchen).
- Turn off gas main to cooktops and ovens (if using Heck Hall kitchen).
- Load dishwasher first. Then clean up areas as needed. If the wash/dry cycle is completed, make sure dishwasher is drained, then please put away cord/hoses, and dishes. If not, please leave the dishes in the dishwasher and leave a note for Denise to empty. There are message envelopes attached to her office door.
- If able, rinse any items to be recycled, then remove them to Waste Management carts by dumpster.
- If able, remove vegetable waste to blue compost barrel outside back door.
- Remove all other food and food materials from premises.
- If able, bundle garbage and move to outside dumpster. If not able, please wrap the garbage and contact Denise to alert her of its presence. There are message envelopes attached to her office door.
- Place and secure a new garbage bag in every trash barrel.
- Place dirty cloths in the laundry basket in the kitchenette in church or near the washer and dryer in Heck Hall kitchen. Please DO NOT take home any cloths or linens.

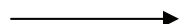
In the area used:

- Wipe tables, chairs, and counters, clean up all spills (mop, if necessary).
- Inspect and put away any equipment used according to diagram and photos (tables, chairs, etc).
- If able, sweep floor.
- Check bathrooms for messes, and if able, clean up if needed. If not able, please leave a message for Denise.
- Check all areas used to ensure they are vacated.
- Remove signs hung on glass lobby doors (if applicable).
- Turn off all lights, and lock all doors.
- Report any damage or incidents on the bottom of this form.
- Vacate premises by the time indicated on request form.
- Leave this signed checklist (and key, if applicable) in mailbox outside Lobby doors or**
- If fundraiser, fill out the next page and return it to the Finance Committee & Parish Council.**

Signed,

First Contact: _____ Second Contact: _____

Comments:





Report of Fundraising Event

St. Therese Parish
9525 W Bluemound Rd, Milwaukee, WI 53226 ♦ Phone (414) 771-2500 ♦ Fax (414) 771-2410
www.sainttheresemilwaukee.org ♦ info@sainttheresemilwaukee.org

Please fill out this form as completely as possible.
PLEASE PRINT CLEARLY

TO BE SUBMITTED NO MORE THAN TWO WEEKS AFTER THE EVENT

Report Submitted by: _____

Date of Event: _____

Purpose of Event (use to which funds will be put):

SUMMARY OF FUNDS

Total Revenues: _____

Direct Costs:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Direct Costs: _____

Revenues Over Direct Costs: _____

Net Profit: _____

Report Distribution: Finance/Administration Committee Parish Council