



THE CHURCH OF SAINT MONICA

PARISH RECTORY • 635 FIRST AVENUE

BERWYN, PENNSYLVANIA 19312-1652

RECTORY PHONE: (610) 644-0110 • FACSIMILE: (610) 695-0850

WWW.SAINTMONICACHURCH.ORG

PARISH FACILITY REQUEST FORM

Date of Application

Date of Event

Name of Organization/Group

Representative of Organization

Telephone

E-mail Address

Purpose of Event

Facilities Requested: Building & Room(s)

For the following times:

Date: _____

Hours: From _____ to _____

Date: _____

Hours: From _____ to _____

Will set-up of the facility be needed? Yes No

Date of setup: _____ Time of setup: _____

Expected Number of Participants

Estimated Number of Vehicles in Parking Lots

Does this event require any audio or visual equipment? Yes No

Does this event require any other type of special equipment? Yes No

If so, please specify type of equipment, quantity and any details including microphones and sound system use, etc...

Will food and beverages be served on the premises? Yes No

Will you require use of the Education Center or Parish Center Kitchens? Yes No

Will you require use of the Education Center or Parish Center Refrigerators and Freezers? Yes No

Will alcohol be served on the premises? Yes No

If so, the organization must submit an 'Application for a Special Occasion' with the PA Liquor Control Board.

Number of tables required: _____ Number of chairs required: _____

Please submit a sketch of how the room should be or will be arranged.

Check list for your event:

- Call both the Rectory Office at 610-644-0110 and the School Office at 610-644-8848 to check BOTH the Parish and School Calendars to see if your desired location is available.
- Organization is responsible for set-up and breakdown (including tables and chairs).
- Organization is responsible for cleaning up after the event and taking all trash to the dumpster. If additional cleaning is needed by the cleaning contractor, the organization will be responsible for the cost. All rooms and facilities should be left in a orderly and clean condition, ready for another event.



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PARISH FACILITY REQUEST FORM & AGREEMENT

Date of Application

Date and Time of Event

____ Room must be cleaned and returned to its original set-up within twenty-four (24) hours of the event unless otherwise agreed upon.

____ If a work order is needed, it must be submitted at least ten (10) working days prior to the event.

____ You must sign-out keys from the Main Education Center (School) Office.

____ Keys must be returned within twenty-four (24) hours without exception.

____ Any group or organization assumes responsibility for damage to the Church or School property. Any damage must be reported to the Parish Secretary in the Rectory Offices at 610-644-0110 within twenty-four (24) hours.

____ Smoking is prohibited in All Parish, Education Center and School facilities.

____ This form must be signed in the presence of the Parish Business Manager in the Rectory Offices during normal business hours.

PLEASE DO NOT WRITE BELOW THIS LINE.

Event Coordinator

Date

Business Manager

Date