

# SOCIAL HALL USE

## Information Form

(This form due to parish office **2 weeks prior** to event.  
All Groups **MUST** resubmit a new form every year

Any questions/concerns about the Parish Calendar please  
contact John Karski at 586-254-4433 x302 or email: [johnk@stol.church](mailto:johnk@stol.church)

Name of Event/Group: \_\_\_\_\_

Today's Date: \_\_\_/\_\_\_/\_\_\_

**ONE TIME USE:** Date: \_\_\_/\_\_\_/\_\_\_

**ON-GOING USE:** Start Date: \_\_\_/\_\_\_/\_\_\_

End Date: \_\_\_/\_\_\_/\_\_\_

**FULL Hall**    **Kitchen**    **Classrooms:** \_\_\_\_\_

**HALF Hall** (Please check one):  **"A"** (Front)    **"B"** (Kitchen Side)

### ONE TIME USE:

Start Time: \_\_\_\_\_ END Time: \_\_\_\_\_ Day:  M  TUE  WED  THURS  FRI  SAT  SUN

Setup Time: \_\_\_\_\_ Setup Date: \_\_\_\_\_ (is one hour prior to event, unless other arrangements have been made)

### ON-GOING USE:

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Day:  M  TUE  WED  THURS  FRI  SAT  SUN

Setup Time: \_\_\_\_\_ Setup Date: \_\_\_\_\_ (is one hour prior to event, unless other arrangements have been made)

Meets:  WEEKLY    MONTHLY    OTHER: \_\_\_\_\_

WEEK OF THE MONTH:  1<sup>ST</sup>    2<sup>ND</sup>    3<sup>RD</sup>    4<sup>TH</sup>

Please indicate which Date(s) the hall **will not** be in use: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### Office Hours:

SUNDAY: 9 am-1 pm

M-THURS 9 am-4 pm

FRIDAY: Closed

SATURDAY: 3 pm-6 pm

### Maintenance Hours:

M-Thurs: 9 am-7 pm

Friday: 9 am-3 pm

Weekends: Varies

Number of Persons: \_\_\_\_\_ Indicate number of Chairs per table:  8  10  Other: \_\_\_\_\_

Indicated number of Tables:

4' \_\_\_\_\_  6' \_\_\_\_\_  8' \_\_\_\_\_  Round \_\_\_\_\_  Card \_\_\_\_\_

Tablecloths needed:  YES  NO   Special Events Hospitality Group:  YES  NO

Food Served:  NO    POTLUCK    COOK ON SITE    Catered: Name: \_\_\_\_\_

Number of Food Tables (2 standard): \_\_\_\_\_  DESSERT TABLE    OTHER: \_\_\_\_\_

Items needed:  Napkins    Disposable glasses    Plates    Silverware    Coffee cups

Additional Items: \_\_\_\_\_  **PROVIDE FLOOR PLAN ON REVERSE SIDE**

Please check off which of the following parish-owned items you will need:

PODIUM    MICROPHONE    TV/VCR/DVD    LCD PROJECTOR    SCREEN    LAPTOP

**Brief Description/Added Notes:**

**OFFICE USE:**  Original to: John Karski    Maintenance    Other: \_\_\_\_\_

Calendar  
Revised: 3/8/2023

