



## *St. Teresa of Calcutta Education Center Event Arrangement Form*

**This must be submitted to the Parish Office and the Facility Manager, at least TWO WEEKS before the anticipated event to ensure that your event will be set up as planned. Failure to do so may result in the cancellation of an event due to parish scheduling.**

Today's Date:

Person Submitting Request:

Event Name:

Date of Event:

Time of Event:

Coordinator of Event:

Does Coordinator represent a parish group? If so, which group?

Location of Event:

Set-Up Date & Set up Time:

Tear Down Date:

Tear Down Time:

Check/Highlight One:

- Event will need to be set up with doors closed
- Event will need to be set up with doors open

**Any special supplies needed:**

- Podium
- Microphone
- Tables \*A clear layout specification must be submitted
- Chairs \*A clear layout specification must be submitted
- Movie Screen
- Extension Cords
- Smart Board
- Media Cart with projector
- DVD/Projector cart with laptop
- Sound System \*YOU MUST CONTACT JOHN SEITZ IF YOU NEED THE SOUND SYSTEM\***  
**johnseitz@comcast.net/ 610-287-2525 ext. 105**
  
- OTHER: Please specify:

## ***Responsibilities of Groups Using STC Facility:***

After reserving your event with the Parish Office, please contact the Facility Manager, Jim Maiale with the time of day, part of the building to be used and items needed for the event such as tables, podium, movie screen, etc.                      facility@Stteresacalcutta.com    610-287-2500

One week prior to your event, please contact Facility Manager, Jim Maiale as a follow up with the name of the person who will be accepting deliveries and the day and the time of deliveries if applicable.

**A set up and tear down committee for your event must be in place.**

**A person in charge is expected to be present during the event.**

### **Responsibilities of your event:**

- Empty trash containers
- Clean up any spills
- If using kitchen, make sure it is clean and sanitized and ready for school use the next day – all trash emptied, counters wiped down, etc., and please label any left-over food, if the items are to be disposed, please do so. You may only use refrigerators marked “Parish Use”. Do not assume someone will clean these left over items up for you.
- Sweep multi-purpose room floor
- Cafeteria tables and chairs must be set up for the next day of school. See diagram by chair room.
- Rest rooms off of the lobby must be cleaned and sanitized, resupplied with paper items, empty trash cans
- If alcohol is used during your event, every trash receptacle must be emptied, including the restrooms. The sanitary disposal container in the ladies room must be emptied as well.
  
- After your event, remove all left over items from the building as soon as possible. Remember if your event is during the school year, the kitchen is used all week.

***It is the event chairperson’s responsibility to contact Maureen Mochwart, Office Manager, at the Parish Office for you to open the building before the event and lock down the building after your event.***

***badmin@Stteresacalcutta.com / 610-287-2525 ext. 104***

***If you need to get into the building at any time prior to the day of your event, please contact Maureen Mochwart, Office Manager to arrange this.***

**If this is a large event, your committee may want to consider hiring a STC Facility person for each day of your event for any emergencies that might occur and to open and lock down the building.**

**PLEASE CONTACT FACILITY MANAGER JIM MAIALE IF YOU ARE INTERESTED.**

**A \$100 FEE WILL APPLY.**

***Please provide a diagram on the this form, to indicate specifically how you would like the room set up and taken down. Show reference points like doors, windows, etc.***

