

**ST. MONICA PARISH ORGANIZATION SPECIAL EVENT 2024-2025**

FUNDRAISING EVENT

LITURGICAL EVENT

OTHER

DATE \_\_\_\_\_

ORGANIZATION \_\_\_\_\_ GROUP \_\_\_\_\_ TROOP # \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ PHONE # \_\_\_\_\_

EMAIL \_\_\_\_\_

DESCRIPTION OF EVENT \_\_\_\_\_  
\_\_\_\_\_

DATE REQUESTED \_\_\_\_\_

NUMBER OF PEOPLE EXPECTED \_\_\_\_\_

ROOM REQUESTED \_\_\_\_\_

TIME REQUESTED: EVENT BEGINS \_\_\_\_\_

EVENT ENDS \_\_\_\_\_

SET-UP TIME \_\_\_\_\_

CLEAN UP COMPLETE \_\_\_\_\_

KEYS TO BE PICKED UP BY \_\_\_\_\_ PHONE # \_\_\_\_\_

IF YOU WISH TO HAVE THE EVENT ADVERTISED IN THE BULLETIN EMAIL [ktorres@stmonica.us](mailto:ktorres@stmonica.us) at least 3 weeks prior to the publication date.

Sign requests can be dropped off at the parish office. We will make every effort to advertise your event, but the parish and school events will take precedence.

All facilities must be cleaned properly after your event. This includes taking all garbage out to the dumpster, sweeping and mopping the floors, cleaning all the tables, making sure the kitchen is cleaned and all dishes are put away. Please be sure to close all windows and lock the doors.

Liquor licenses may be required for some events. You will need to speak with Patrick Schultz to discuss whether or not a license is needed. 773-763-1661, Ext121.

All special events must be approved by Fr. Greg or Patrick Schultz before they will be scheduled.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Entered in calendar: \_\_\_\_\_ Date: \_\_\_\_\_

Entered in Google calendar: \_\_\_\_\_ Date: \_\_\_\_\_

Emailed: \_\_\_\_\_ Date: \_\_\_\_\_