ROOM REQUESTED _____

# ST. MONICA & ST. ROSALIE PARISH ORGANIZATION SPECIAL EVENTS 2026-2027

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 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: _____

Emailed: _____ Date: _____