



ST. CECILIA CATHEDRAL

General Scheduling Request Form

Room requests must be made at least 10 working days in advance, but no more than six months in advance. Requests will not be honored until details are confirmed and the event is entered into the parish calendar.

Group Details

Group Name _____ Group Contact Person _____
Home Phone _____ Work Phone _____
Email Address _____

Function Details

Function Name _____
Event Contact Person _____ Does the contact have keycard or code for entrance?
Home Phone _____
Work Phone _____
Email Address _____
Date of Activity _____ Frequency of Activity _____
End Date _____
Setup Time _____
Setup Duration _____
Event Start Time _____
Event End Time _____
Clean Up End Time _____

Please meet maintenance at the requested setup time to ensure entrance into the building.

- * If the setup occurs on another day than the event, please fill out another Scheduling Request sheet for it.
- * There are security and insurance conditions in some scheduling cases; additional information beyond this form will be necessary.

Requested Space _____ Requested Entrance _____
Number of People _____ Non-meeting dates _____

Additional needs, Special Requests. Blank space indicates no special needs.

1. All buildings, all spaces on St. Cecilia Cathedral campus are SMOKE FREE. No exceptions.
2. Rooms are to be left in tidy condition after use and all moveable items returned to pre-event arrangement.
3. Misuse of rooms or broken items will be subject to repair costs and possible forfeit of future reservation privileges for the group.
4. Rooms or spaces can be held up to 5 days prior to confirmation and placement on the schedule. Failure to confirm releases the space.
5. Scheduled activities/events must specify: drop off time, setup time, rehearsal time, event start time, event end time, and clean-up time.
6. Schedule will present event start time. Setup- and drop-off times must be identified and verified prior to event.
7. Activities/events recurring weekly or from month-to-month must identify scheduling breaks (holidays, summer, etc) at the time of first scheduling.
8. Changes to confirmed room or space requests must be made no less than 3 working days prior to activity/event.
9. Cancellations for confirmed requests will not be charged maintenance fees if notice is given no less than 48 hours prior to activity/event. Cancellations within 48 hours or no-shows will be billed a maintenance fee and may forfeit future reservation privileges for the group.
10. **Separate, written permission or a signed contract is required for use of Organ Lofts, Culture Center, cafeteria and cafeteria kitchen.**

Office Use Only

Date Received _____ Date Confirmed/Sent _____ Received By _____ Confirmed By _____ Type of Event _____