Request for Room Scheduling

Scheduling may be done on-line at www.stjoanhershey.org (downloadable forms)
Or Fill out this form and bring it to parish office.

Organization/Ministry_____
Person Requesting Room_____
Daytime Phone #_____

- For recurring events, please use the enclosed yearly calendar and circle the dates of events.
- This is a request and **subject to availability of space,** check with parish office (533-7168, ext. 100).
- If using the Cafeteria, Kitchen, Gym, Gym Lobby or Concession Stand, please fill out the section on the back side of this form.

Please schedule the following:

DATE	EVENT	ROOM	START TIME	END TIME	SET-UP TIME

(OVER)

DATE	EVENT	ROOM	START TIME	END TIME	SET-UP TIME

SAINT JOAN OF ARC CHURCH – Facility Special Requests				
Name of Ministry/Organization:		Name of Individual in Charge of Activity:		Contact Phone No.:
Event:		Event Date:	Start Time:	End Time:
☑ Checkmark Room to be Used	☑ Checkmark or write in any special set up needs:			
☐ Cafeteria: **For specific instructions on use of the equipment, please contact Joey Rubinic, 533-8537, during the hours of 7 a.m. and 1 p.m. Monday thru Friday**				
	☐Tables # ☐Chairs ☐PA System ☐Flag ☐Other:			
☐ Kitchen*	☐Stove* ☐Dishwasher* ☐Ovens* ☐Freezers ☐Refrigerators ☐Other:			
*Prior to using the kitchen facilities, you may be required to pay a $50 deposit to pay for cleaning services!				
☐ Gym	☐Bleachers ☐PA System ☐Other:			
☐ Gym Lobby	☐Tables # ☐Chairs ☐Other:			
☐ Concession Stand	☐Refrigerator ☐Cooking Items ☐Other:			
Persons in charge of scheduled activities are asked to enforce the following:				
1. When using parish facilities you are responsible for cleaning up the area used with the cleaning materials provided by the parish.				
2. All children are to be supervised! Ball throwing and running in the halls is prohibited!				
3. Report any damage or safety violations to the Parish Office.				