

PLANNING A PARISH EVENT?

by Mary Jorgensen

Planning an event always includes details, details, details!

We'd like to make your life a little simpler, so here's a checklist for parishioners who wish to reserve a room for a parish event.

• All St. Robert Parish facilities must be reserved through the parish office.

Facilities which may be reserved: multi-purpose room, church basement, parish center basement meeting room, parish center library, and parish center dining room.

• Check the large parish calendar in the parish office. If the room is avail-

able write in the event, the reserved time (including actual event time, time for set up and clean up), and your name and phone number in case we need to contact you.

• **Keys** for the multi-purpose room are available in the school office. For other keys, check with your staff liaison or the parish office.

• **Set Up:** If you require assistance from Peter Sorce, maintenance engineer, make a diagram and submit a written request **at least five working days** prior to your event. This will be a great help in coordi-

nating events, especially for the weekend!

• **Event in Church:** Contact Francine Micklus, Director of Liturgy and Music, if you're considering an event in the church.

• **Clean Up:** Groups using any of the facilities are responsible for clean up. This includes resetting the room, cleaning coffee pots, taking trash out to the dumpster & relining trash cans, locking doors and windows, turning off lights, and visually inspecting all space for any damage or problems before leaving and reporting any problems to the parish office. (For example, if you set up tables and/or chairs in the church basement, be sure to take them down before you leave.)

• **Cancellations:** Please notify the parish office (as a courtesy to your fellow parishioners) as soon as you know you will not need the room you reserved.

If you have questions please feel free to call the parish office (332-1164) or contact your committee's staff liaison.

