

Parish Scheduling Form

ONGOING MTG:

LIMITED TIME EVENT:

REVISED: 9-09-2008

Instructions: Please complete all fields and send to the church office. Once completed, the form should be either :

- Faxed to the church office at 865-524-8514
- Mailed to 414 West Vine Avenue, Knoxville, TN 37902-13327
- E-mailed to icoffice@bellsouth.net

FOR INCLUSION IN BULLETIN send information separately to: Jenifer Dills at icbulletin@bellsouth.net

(Deadline for the bulletin is Monday preceding the bulletin.)

Parish Office Hours are Monday-Friday 9:00 a.m. – 5:00 p.m.

PERSON REQUESTING : _____

MINISTRY / GROUP: _____ **TODAY'S DATE:** _____

When scheduled/approved, please notify: _____

(Circle) Phone E-mail Fax @ _____

1) **PURPOSE :** and 2) **IMPORTANT DETAILS:** *(Use reverse side for more information)*

Date & Time of Event: _____ Recurring Event? Which day? _____ Start Date: _____ End Date: _____

[**Have you checked for calendar conflicts with the office?**]

Set up Time Required: _____ Clean-up Time Required: _____

Room Requested: Circle [Dining Room, Upstairs Meeting Room, Downstairs Front Meeting Room, Downstairs Back Meeting Room, Parish Hall, Church]

Clean up done: (Circle) By group Extra Help Needed Will Kitchen be used? Yes No
Will Food/Beverages be served? Yes No Perhaps
(describe on back)

Will you need a key? (Circle) Yes No Number expected to attend: _____

Who will pick up key? _____

Securing the building: Who will: Code In: Staff _____ Other _____

Code Out: Staff _____ Other _____

Estimated Cost: _____ (if appropriate) Special Needs / Equipment: _____

How much will the Parish be expected to pay? _____ Has this been budgeted? _____

If needed, please request a copy of the CLEAN-UP CHECKLIST from the office. The checklist will help you restore the meeting or event space to its appropriate order so that it is ready for others to use.

FOR OFFICE USE ONLY:

APPROVED BY: _____ **SCHEDULED** _____ **DATE ABOVE NOTIFIED:** _____