

FOR OFFICE USE ONLY

Date Received: _____ By _____ Db: _____ By _____ Scanned: _____ By _____

**St. Mary Help of Christians Church
Reservation Request**
ParishOfficeStMaryAiken@charlestdiocese.org

Facility Requested: **Please indicate the room set-up and any special equipment you will need for this event a separate sheet of paper.**

- | | | |
|------------------------------|-------------------------------|--|
| _____ Church/Nave | _____ Smith Hall/Upstairs | _____ Mother Teresa Hall |
| _____ Church/Courtyard | _____ Smith Hall/Downstairs | _____ Mother Teresa Conference Rm |
| _____ Old St. Mary's/Nave | _____ St. Angela Hall/Gym | _____ Guadalupe Garden |
| _____ Old St. Mary's/Courtyd | _____ St. Angela Hall/Kitchen | _____ St. Michael Hall |
| _____ St. Claire Chapel | _____ School Room _____ | _____ Dcn.Waters Conf. Rm |
| _____ Other | _____ Sacred Heart Center | _____ St. Michael Hall/Portico |

Date of Application: _____ Date of Event: _____
(If this is a repeating event – attach a separate sheet with all dates)

Day of Event:

Time you need building opened for set-up: _____ Time Building Cleaned, Closed and Locked: _____

Start Time of Event: _____ End Time of Event: _____

Organization, Committee, Group Name: _____

Type of Event: _____

Number of people attending: _____

*Do you need staff member to unlock and lock the building for your event? YES or NO

Person assuming responsibility pursuant to policies: (Please print)

Staff Lead: _____ Mobile Phone: _____

Secondary responsible person:

Ministry Lead: _____ Mobile Phone: _____

Email: _____ Home Phone: _____

ADDITIONAL INFORMATION (Please provide any additional information that staff needs to know for your event):

SAH Reservations ONLY

Date: _____ Time: _____ for kitchen use

Alcohol served? ___YES ___ NO (a responsible bartender is required to serve alcohol)
A permit for alcohol is required by the SC Dept. of Revenue for any sale of alcohol

Liturgical Parish Sponsored Event only: (circle)

(or approved by Director of Administration)

Microphones (SAH)

LCD Projector

Large screen (SAH)

Portable screen

iPod connector to SAH sound system

DVD Player

Laptop Computer

Salt & Pepper

Cold Drink Dispensers

Ice

Coffee (Reg/Decaf), Tea, Lemonade, Water

China

Cutlery

Glassware

Buffet Servers

Large Serving Platters

Punch Bowls

Tea Tureens

Large Coffee Pots

Coffee Cups & Saucers

Linens

Disposable Table Covers

Napkins