

Saint Michael and All Angels Episcopal Church

Event Planning Instructions + Form

For any event on church property, a sexton needs to be on duty

Steps for reserving a room:

Contact the parish administrative assistant, Judy Erickson to confirm space availability (Judy@stmaa.com) or 913-236-8600, ext. 303.

Complete the attached form for ALL events, classes, meetings, or other gatherings to be held in the church facility. Give it to Judy in the parish office as soon as possible but at least one week before event.

- If you will be using the services of the Kitchen Angels for food preparation, first confirm with Bob or Tracy Henry that they are available and willing to help; if so, attach a Food Preparation Planning Form.
- If you are requesting use of the Nursery, contact Penny Hooper (Pennyhooper@gmail.com or 913-236-8600, Est. 320) to determine if that is an option; if so, attach a Nursery Request Form.

The church sexton will:

- Set up the room per your instructions, including tables, chairs, flip charts, white boards, and audio/video equipment. After the setup is finished, you are responsible to contact the church for any changes you wish to make to the arrangement.

If you need coffee for a small group, you may use the coffee station located in the serving area of Spencer Hall.

The Sexton is responsible for oversight. YOU are responsible for all clean up, including: washing coffee pots when finished; washing dishes and cleaning up the kitchen/coffee station if used.

- **A \$75.00 deposit is required to cover any clean up needed or damages incurred during the event. This deposit will be refunded after the event per the decision of the church staff that no clean up or repairs are needed.**

Please leave everything as you found it and return supplies where they came from.

Groups are requested to exit the building by 9 pm **unless a special exception is granted.**

Saint Michael and All Angels Episcopal Church

EVENT/CALENDAR REQUEST FORM

(Please print, fill out, & submit to Church office one week prior to your requested event)

Date of application: _____

Name or purpose of Event/Meeting/Class: _____

Applicant's Name: _____ Phone: _____

Email: _____

Primary Contact: _____ Phone: _____

Primary Contact Email: _____

Date(s) of Event/Meeting/Class: _____

Beginning Time: _____ End Time: _____

Groups are requested to exit the building by 9:00 pm unless a special exception is granted.

Person responsible for locking the building and setting the alarm:

Name: _____ Phone: _____

Number of participants expected: _____

Is this a one-time event or a recurring event (weekly, monthly, etc.)? _____

Requested location for event: _____

Set up time: _____ Clean up time finished: _____

Do you require any non-standard set up** of tables, chairs, flip charts, etc.? **Yes No**

(**Provide a sketch on back)

List set-up needs: _____

Do you require the use of the kitchen? **Yes No**

Name of group's person qualified to use kitchen equipment: _____

Or, if food is being prepared by the Kitchen Angels, attach a Food Preparation Planning Form.

How much time do you need for clean up? _____

Name of person responsible for clean up: _____

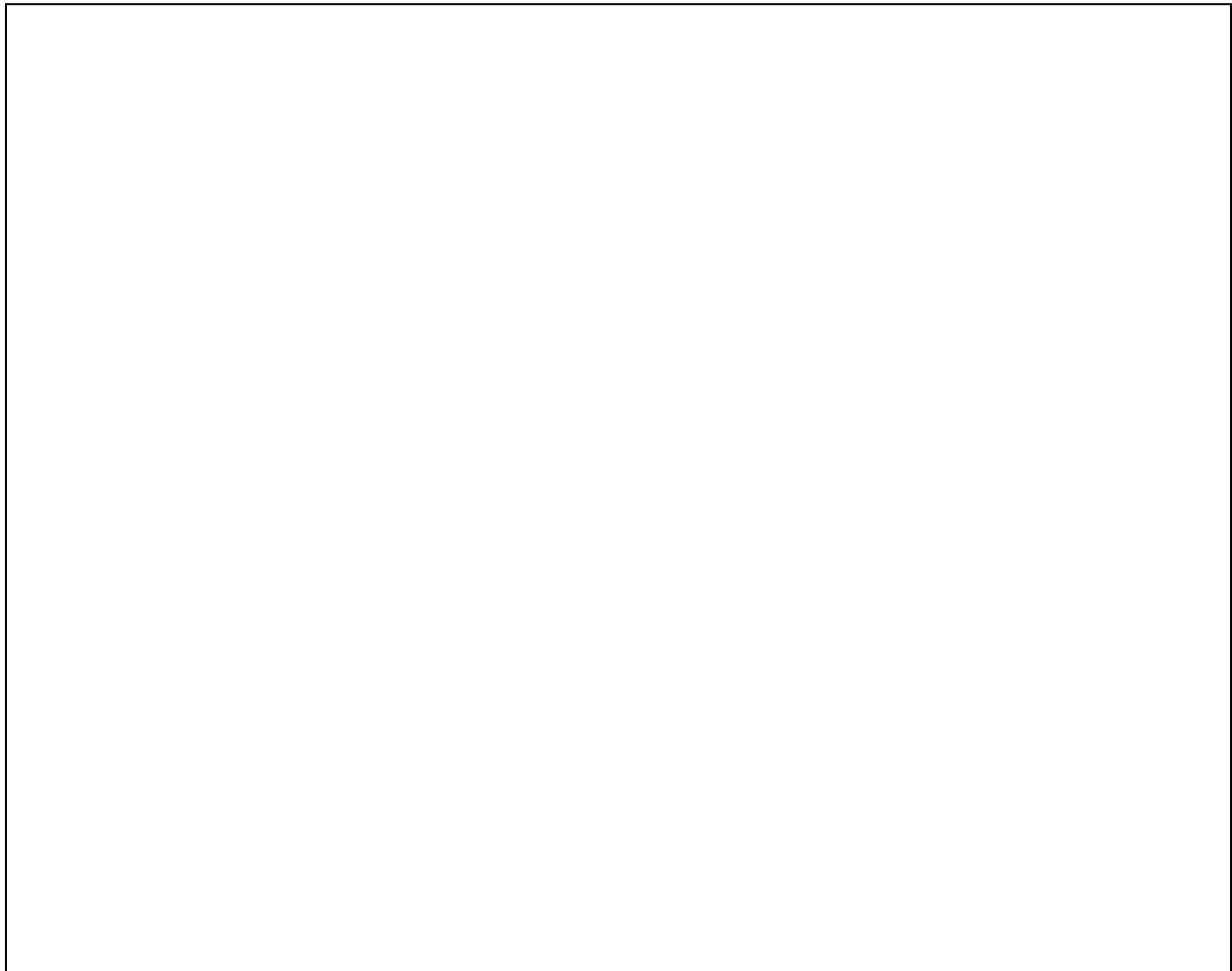
Do you require any audio/visual equipment? List: _____

Name of person responsible for set up/disconnection AV equip.: _____

Standard set-ups for various spaces are as follows:

- Spencer Hall: Twelve round tables with 8 chairs each; two rectangular tables around the coffee station and one rectangular table by the north door
- South Classroom: Six rectangular tables in a square with 16-20 chairs
- Library: Two couches, four stuffed chairs
- Adult Classroom: Four rectangular tables with 20-30 chairs
- Office Conference Room: Four tables in a rectangle with 12 chairs

If you need a non-standard set up, please use the space below and sketch your set up needs.



(Please print, fill out, & submit for to Church office one week prior to your requested event)