



**MINISTRY SPACE RESERVATION FORM**

Use of church and school facilities for activities other than scheduled classes, require administrative approval. Completed facility requests should be submitted to the scheduling office a minimum of TWO WEEKS PRIOR to the date of the activity. All events must end at 8:30pm. Lock-up time is at 9:00pm. Please submit your request to Kelly Graffeo at [kelly@stjudeboca.org](mailto:kelly@stjudeboca.org).

**\*\*YOUR EVENT IS NOT APPROVED UNTIL YOU RECEIVE EMAIL CONFIRMATION THAT YOUR EVENT HAS BEEN APPROVED AND SCHEDULED.**

Organization/Individual \_\_\_\_\_ Day \_\_\_\_\_ Date \_\_\_\_\_

Set-up start \_\_\_\_\_ Event Start \_\_\_\_\_ Event End \_\_\_\_\_ Clean-up end \_\_\_\_\_

Activity \_\_\_\_\_ Group size \_\_\_\_\_

Request submitted by \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Scheduled by \_\_\_\_\_ Date \_\_\_\_\_

**Location:**

- Gathering Place
- Gathering Kitchen
- Church
- Chapel
- Parking Lot
- Conference Room 1
- Conference Room 2
- Conference Room 3
- Conference Room 4
- Other \_\_\_\_\_

**Equipment Needed:**

- Microphone
- Podium
- Television
- Chairs \_\_\_\_\_
- Tables \_\_\_\_\_

- Any event ending after 9:00pm will incur a fee of \$50 per hour or any part thereof, payable to St. Jude Church.
- Church staff/maintenance will only be responsible for providing the above listed equipment.
- A key to the Gathering Place Kitchen needs to be signed out with Kelly Graffeo prior to the event.
- Each organization/individual is responsible for their own set-up and clean-up.

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Please **DO NOT** leave any food in the kitchen or in the refrigerator/freezer.

Person Responsible for Kitchen Key: \_\_\_\_\_ Cell phone: \_\_\_\_\_

-----OFFICE USE ONLY-----

**Activity Approval:**

Maintenance \_\_\_\_\_ Date \_\_\_\_\_ Development \_\_\_\_\_ Date \_\_\_\_\_

School \_\_\_\_\_ Date \_\_\_\_\_ Pastor \_\_\_\_\_ Date \_\_\_\_\_

FEE COLLECTED \$ \_\_\_\_\_ DATE \_\_\_\_\_ REASON \_\_\_\_\_