

Most Holy Redeemer School Event Request Form

(Dates and Facility will not be reserved until event is approved by SAB)

Organization _____ Event _____

Date Submitted ___/___/___ Submitted by _____

Event Coordinator(s) _____

Cell Phone(s) _____

Email(s) _____

Description / Purpose of Event _____

Facility Requested _____

Date Requested ___/___/___ - ___/___/___

Event /Start Time _____ End Time (no later than 11:59 p.m.) _____

Date requested for set up / decorating ___/___/___ and clean up ___/___/___

Set Up Begin Time _____ Clean up End Time _____

Maintenance may need additional days for set up / take down. Please submit a floor plan with table and chair requirements to Mr. Tim at least one week in advance of event. Parish Facilities are used by and provided for all. It is your responsibility to make sure the facility is *left in good condition*. Tables and chairs will be put away by the maintenance staff.

Will Liquor be served /sold? _____ (Y/N) If yes, please attach a check in the amount of \$25 payable to State of Illinois for liquor license application. **Per the MHR School Handbook, Alcohol will never be served at any school-sponsored event when children are present.**

All flyers and advertisement must follow the brand guidelines found on the MHR School website

Approved by _____ Date _____

Rejected _____ Reason for Denial _____

Signature of Board Member _____

When complete please submit to the [MHR School Advisory Board](#)

FINANCIAL INFORMATION

All proceeds from the fundraiser/event are to be directed to the SAB Finance Committee:

Marty Mangin: mmangin@rocksolidconsulting.com cell: 312-498-1167

Laura Dombro: lpdombro@yahoo.com cell: 708-567-7958

Please list the following once the event is completed:

Income: \$ _____

Expenses: \$ _____

(feel free to attach a separate spreadsheet if necessary)