



SAINT
Elizabeth Ann Seton
PARISH Fort Collins, CO

Internal Request Form (Staff Only)

Saint Elizabeth Ann Seton Vision Statement

That all be gathered into the family of God by teaching the truth of the Gospel and relying on the love, forgiveness, and healing of Jesus Christ.

EVENT FORM DUE 30 DAYS PRIOR TO THE EVENT.

Name of Event: _____

Date/s requested (Include set up information): _____, _____, _____, _____

_____, _____, _____, _____, _____, _____, _____, _____

_____, _____, _____, _____, _____, _____, _____, _____

Start/End Time of event (Public Calendar): _____

Advance Set up/Clean up Time (Admin Calendar): _____

Publish to Parish (circle one): Yes No

Number of attendee's expected _____

What is the purpose of your request for use of the building?

Required Information:

Main Contact for event: _____

Ministry/Group (if applicable); _____

Specifically, what areas/rooms will you need?

- | | | |
|---|---|--|
| ☐ Main Church | ☐ Room 104 | ☐ Room 207/208 |
| ☐ Narthex | ☐ Room 107 | ☐ Room 211/212 |
| ☐ Seton Hall | ☐ Room 128 | ☐ Room 213 |
| ☐ MS Youth Room | ☐ Room 129 | ☐ Room 214 |
| ☐ Nursery | ☐ Room 133/134 (HS Youth Room) | ☐ Basement Chapel |
| ☐ Bridal Room | ☐ Room 135 (Preschool Room) | |
| ☐ Kitchen | ☐ Room 136 (Music Room) | |
| ☐ Caterer's Closet | | |

What additional needs do you have? (Audio/visual, seating arrangements, liturgical needs, etc.)

Please note that all liturgical needs (mass, confession, adoration) require approval from the pastor.

☐ Microphone ☐ Laptop ☐ Projector/TV ☐ Podium ☐ Nursery Sitters

Mass Date/Time :

Eucharistic Adoration Date/Time:

Confession Date/Time:

Other (Please designate other times of chapel use and the specific reason)

Please submit form to Vanessa Schibler in the Parish office or email to vschibler@seas-parish.org.

For Office Use:

Submission date _____ Approval date _____ Approved by _____

Special Instructions:
