

How to Reserve Space for a Parish Event and Promote it in Parish Media

This document aims to help you ensure that your parish event will run smoothly, and is publicized properly in parish media. This document references the process for both off-campus and on-campus parish events/meetings and will reference other forms that must be filled out. **This information concerns parish sponsored events only.**

Fundraising Events

If the event you wish to host is a fundraising event – either on or off-campus - you must contact the Director of Stewardship and Development, Sheila Price at sprice@stlstbparish.org or at 708-435-8927 to discuss your fundraising proposal(s). After it has been approved, you may proceed with the next steps listed below.

On and Off-Campus Events

1. Please fill out the **On and Off-Campus Facility Reservation Form** and send it to stlstboffice@stlstbparish.org no later than 30 days before the event. The office will contact you if dates requested are not available and/or when the form is approved and the event is on the parish calendar.
2. If you would like your parish event to be published in parish media please fill out the **Request for Announcement in Parish Media Form** and submit to the Communications Coordinator. See the **Request for Announcement in Parish Media Form** for more details. The Communications Coordinator will not publicize the event in parish media unless the **Request for Announcement in Parish Media Form** has been submitted.

Additional Instructions for On-Campus Events

1. On the day of your event, pick up the keys to open your event space at the parish office, 528 Lathrop Avenue in River Forest. The office is open Monday-Friday 9-12 pm and 1-4 pm. **If your event is on a Saturday or Sunday, pick up the keys on Friday during office hours. You will not receive keys until the proper forms have been completed!**
2. At the end of your event, return the keys to the parish office. If doing so after hours, place the keys through the mail slot at the parish office front door located on Lathrop Avenue.
3. Please acknowledge these rules:
 - Please clean and restore the space as it was prior to your event.
 - Bring your own drinks and food and remove them after the event. There is no storage available.
 - If you use glassware, coffee pots, etc., clean and return them to their original storage locations.
 - If you are hosting your event at the Hospitality House, please do not use any food items in the cabinets or fridge. Do not use the dishwasher as well.
 - Please properly dispose of any garbage by bagging and tying it and placing it in the dumpster outside of Fearon Hall or behind St. Luke School.

Email stlstboffice@stlstbparish.org with any questions and if any event needs to be canceled or moved to another date/time. More information available on our [website](#).