



## *Blessed Teresa of Calcutta Education Center Event Arrangement Form*

**This form must be submitted to the Main Office and the Facility Manager, at least ONE WEEK before the anticipated event to ensure that your event will be set up.**

**Today's Date:**

**Person Submitting Request:**

**Event Name:**

**Date of Event:**

**Time of Event:**

**Coordinator of Event:**

**Does Coordinator represent a parish group? If so, which group?**

**Location of Event:**

**Set-Up Date:**

**Set up Time:**

**Tear Down Date:**

**Tear Down Time:**

**Check/Highlight One:**

- Event will need to be set up with doors closed
- Event will need to be set up with doors open

**Any special supplies needed:**

- Podium
- Microphone
- Tables \*A clear layout specification must be submitted
- Chairs \*A clear layout specification must be submitted
- Movie Screen
- Extension Cords
- Smart Board
- Sound System **\*YOU MUST CONTACT JOHN SEITZ IF YOU NEED THE SOUND SYSTEM\***  
**bteresacalcuttaym@comcast.net / 610-287-2525 ext. 105**

OTHER: Please specify: \_\_\_\_\_

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***Please provide a diagram on the this form, to indicate specifically how you would like the room set up and taken down. Show reference points like doors, windows, etc.***

## **Responsibilities of Groups Using BTC Facility:**

After reserving your event with the Parish Office, please contact the **Facility Manager, Jim Maiale** with the time of day, part of the building to be used and items needed for the event such as tables, podium, movie screen, etc. **facility@blteresacalcutta.com 610-287-2500**

**One week prior** to your event, please contact **Facility Manager, Jim Maiale** as a follow up with the name of the person who will be accepting deliveries and the day and the time of deliveries if applicable.

**A set up and tear down committee for your event must be in place.  
A person in charge is expected to be present during the event.**

### **Responsibilities of your event:**

- Empty trash containers
- Clean up any spills
- If using kitchen, make sure it is clean and ready for school or church use the next day – all trash emptied, counters wiped down, etc., and please label any left over food, if the items are to be disposed, please do so.
- Sweep multi purpose room floor if used
- If Mass is after your event, chairs must be set up
- Keep the rest rooms off of the lobby clean, resupply with paper items, empty trash cans
- If alcohol is used during your event, every trash receptacle must be emptied, including the restrooms. The sanitary disposal container in the ladies room must be emptied as well.**

After your event, remove all left over items from the building as soon as possible. Remember if your event is during the school year, the kitchen is used all week.

It is the event chairperson's responsibility to contact **Maureen Mochwart, Office Manager**, at the Parish Office for you to open the building before the event and lock down the building after your event.

**badmin@blteresacalcutta.com / 610-287-2525 ext. 104**

If you need to get into the building at any time prior to the day of your event, please contact **Maureen Mochwart, Office Manager** to arrange this.

***If this is a large event, your committee may want to consider hiring a BTC Facility person for each day of your event for any emergencies that might occur and to open and lock down the building.***

