

Princeton Academy of the Sacred Heart Event Request Form

Please Note:

- This form needs to be completed for ALL events held on school property.
- **** Review by Division Head is required for events involving Lower School or Middle School students before submitting this form to Jen Hewins, Front Desk Receptionist.****
- Event request forms must to be submitted at least 2 weeks prior to event date.
- The Calendar Committee of Princeton Academy reviews and approves all events held at Princeton Academy. The committee will contact you when your event has been approved. You will also be contacted if the date or location is not available or if there are any questions regarding your event.

Today's Date: _____

Desired Date of Event: _____ **Your Name:** _____

Name of Event: _____

Day of Event: (*Circle one*) Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Time of Event: FROM _____ am / pm **Set-up Time:** _____ am / pm
TO _____ am / pm

Location: (*Check all locations affected*) **School Building**____ **Athletic Center**____ **School Grounds**____
Manor House*____ **Please turn page over for Manor House Usage Policy and initial where indicated.*

Room(s) _____ **# Attending:** _____

Person in Charge: _____ **Phone (w)** _____ **(h)** _____

Email Address: _____ **Key Needed:** Yes____ No ____

Audio/Visual Needs: Y / N **Please Contact Jamie La Spina: jlaspina@princetonacademy.org*

Special Requests:

Set-up/Clean-up: Your event should include a set-up and clean-up committee. If a certain set-up is needed, please draw diagram below or on a separate sheet of paper.

(over)

**Princeton Academy of the Sacred Heart
Manor House Usage Policy
For Princeton Academy Events**

The Manor House at Princeton Academy of the Sacred Heart may be reserved by class parents when inviting the Princeton Academy of the Sacred Heart parents to the annual class cocktail parties. The party must be limited to Princeton Academy of the Sacred Heart parents only. **Children are not permitted at events in the Manor House when school is not in session, unless the event is being sponsored by a teacher.**

Reserving the Date/Space:

A single, designated class parent should contact Jen Hewins, Front Desk Receptionist, at least two weeks prior to the date of intended use, to request use of the Manor House. The following are off limits: the second floor of the Manor and the Admissions offices.

Responsibilities of the User:

- **Trash/Litter:** All trash must be bagged and placed in the kitchen area at the conclusion of your event. This includes trash in restrooms, etc. Trash liners are located in a labeled kitchen cupboard.
- **Alcoholic Beverages:** All alcohol will remain within the areas in use for your event only. All liquor opened and unopened shall be removed at the end of the event.
Reminder: Alcohol is not permitted at any event where children are present.
- **Smoking:** Smoking is not permitted inside the buildings or on the grounds.
- **Fireplace/Candles:** Use of fireplaces in the Manor House is strictly prohibited for wood burning fires. Candles may be placed in the masonry fireplaces only. Candles are not allowed in other locations.
- **Exterior Lighting/Lockup:** It is essential that the Manor House is locked by you at the conclusion of your event. Exterior lights are located on both the main floor and the second floor of the Manor. Please be certain that these lights are turned off at the conclusion of your event.
- **Furniture Placement: All furniture must be kept in its original positions.**

* Initial here _____

- **Clean Up:** Floor should be swept (brooms in pantry closet). All kitchen and serving surfaces wiped down with soap and water. Any miscellaneous articles associated with your event should be removed **by the end of your event.**

* Initial here _____

- **Kitchen Appliances:** Coffee/Esspresso maker may not be used. All other appliances may be used if the person in charge has a working knowledge of the usage of the equipment and is prepared to leave equipment in clean order. Kitchen ovens and stove tops may be used for food **warming** only, not food preparation.
- **Supplies:** Users are expected to supply all the products, materials (including restroom supplies) for their event (except for trash liners).

Updated 9/10/2009