

St. Jude of the Lake

Facility Scheduling Procedures

Following is the procedure to request use of the St. Jude of the Lake facilities.

1. Obtain the Activity Authorization & Set-up Sheet from the website or the parish office.
2. Fill out the form as complete as possible, including set-up on the back side. This sheet needs to be completed and returned to the parish office at least 10 days before the event.
3. If this is a fund raising event, the fundraising form will also need to be completed and approved by the finance council.
4. An email will be sent to the requester as approval and confirmation.
5. The activity will be set up in the facility scheduler.

No verbal and or phone requests will be accepted.

A staff member must be present on site when a meeting or event is taking place.

Monday through Friday all meetings and events must end at 9:00 PM.

Remember a minimum of 10 days is needed for approval and processing.