

St. Francis of Assisi Parish Facility Request form June 1, 2017 through June 30, 2018

Date(s) of Event: _____

Recurring event: _____ Yes* _____ No

*If yes, please list the beginning and end dates and how often _____

Facility(ies) Requested: _____ Gym|PC _____ Lobby (School|Gym) _____ School Conference Room
_____ Church _____ RMR (downstairs) _____ Rectory Conference Room (upstairs)
_____ Learning Commons _____ Parish Library (Rectory) _____ St. Clare Chapel (school bldg.)
_____ Life Teen Space _____ Parking lot

Specific Activity: _____

Ministry/Organization: _____

Contact Name: _____

Phone Number: Home: _____ Work: _____ Cell: _____

Email address: _____

Set up time: _____ Meeting start time: _____ Meeting end time: _____

Will maintenance department be required for set up/clean up? _____ Yes (*There may be a fee associated with this.*) _____ No

Number of adults: _____ Number of children: _____

Additional Comments: _____

Publish on Google calendar (SFA website), COZI, & in parish bulletin? Yes _____ NO _____ (Cozi in-house calendar only)

When a scheduling conflict arises, St. Francis of Assisi Administration will utilize the following priority measures:

- A: Sacramental, Pastoral, and Parish Events**
- B: Parish Elementary School & PSR Events**
- C: Athletic Events**
- D: Other events as allowed with Pastor's approval**

This priority system also applies to previously scheduled events. If for any reason your event needs to be moved to a different facility, other available facility options will be suggested and you will receive as much notice from the rectory staff as possible.

Drinks Yes _____ No _____ Type _____

Food Yes _____ No _____ Type _____

Will food be sold? Yes* _____ No _____

*This requires a minimum 6 week lead time to process necessary permits.

Cooking Facilities Yes _____ No _____

KEYS: If keys are necessary, they may be obtained from the Parish Office during normal business hours (M-F 8:30a-12:00p; 1:00p-4:30p.) Keys must be returned immediately after use. You may drop them in the mail slot outside the office door. Thank you!

For office use:

_____ Cozi calendar
_____ Google calendar
_____ E-mail

Applicant's Signature _____ **Date** _____