



# FACILITY REQUEST FORM

Date(s) of Event: \_\_\_\_\_

Recurring Event? Yes\*  No

\*If yes, list the beginning and end dates and how often: \_\_\_\_\_

Facility(ies) Requested: Gym/PC  Lobby(School/Gym)  Life Teen Space

School Conference Room  Learning Commons  St. Clare Chapel (School)

Church  RMR (downstairs)  Rectory Conference Room (upstairs)

Parish Library (Rectory)  Parking Lot

Specific Activity: \_\_\_\_\_

Ministry/Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email address: \_\_\_\_\_

Phone #: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Set Up Time: \_\_\_\_\_ Meeting Start Time: \_\_\_\_\_ Meeting End Time: \_\_\_\_\_

Is Maintenance Dept. needed for set up/clean up? Yes\*  No  \*There may be a fee.

Number of adults: \_\_\_\_\_ Number of children: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

Drinks? Yes  No  Type: \_\_\_\_\_

Food? Yes  No  Type: \_\_\_\_\_

Will food be sold? Yes\*  No  \*Requires minimum of 6 weeks to process necessary permits.

Cooking Facilities? Yes  No

Publish on Google Calendar (Website/Bulletin)? Yes  No

The facility allocation priority is (greatest to least); Sacramental/Pastoral/Parish Events, Parish Elementary School & PSR Events, Athletic Events, and 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. 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). Contact two days prior to event. Key(s) must be returned immediately. (You may drop them in the mail slot outside the office door following event). Maintenance staff is not available around the clock or on Saturdays. Thank you!

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Last Edited:  
02/26/2018

For Office Use Only: Cozi Calendar  Google Calendar  Email