



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: RMR (downstairs) (16) ___ South Lot - Garden (12/4) ___

Rectory Conference Room (upstairs) (8) ___ South Lot - Concessions (25/12) ___

Gym (approval at pastor's discretion) ___ Outdoor capacity = (with personal lawn chairs / using picnic tables only)

Specific Activity: _____

Ministry/Organization: _____

Contact Name: _____ Email address: _____

Phone #s: Home: _____ Work: _____ Cell: _____

Set Up Time: _____ Meeting Start Time: _____ Meeting End Time: _____

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.

Due to the difficulty in adhering to the protocols required by the St. Louis County, at this time we are ONLY allowing prepackaged food and beverage to be served at parish meetings. NO SELF SERVE ALLOWED. A server (with masks and gloves) will have to be available from your group to serve the packaged food and drink to attendees.

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. (Drop them in the mail box outside the office door following event).

Applicant's Signature: _____ **Date:** _____

Last Edited:
04/09/2021

For Office Use Only: Google Calendar _____