

FACILITY USE REQUEST FORM

** All functions must be sponsored by an existing Church/School Committee or Ministry.

** All proposals must be approved of by the Pastor, Principal (if applicable) and date must be approved by office.

**Please return completed form to the parish office far in advance of the date requested.

Name of Event:

Committee/Ministry Sponsoring Event:

Group or Individual Name:

Today's Date:

Description of Planned Event:

Objective or Purpose (i.e. education, formation, fundraising)

Est. Number People:

Your Address:

Phone#:

City, State:

Date Requested:

Start Date:

End Date:

One Time Only ☐

Start Time:

End Time:

Recurring Event ☐ When:

Facilities needed (check all rooms you plan to use):

☐

Church

☐

Social Room

☐

Vestibule

☐

Upper Room

☐

Gymnasium

☐

Other

☐

School Kitchen

Cost:

(How much will it cost and from what fund will expenses come? Are you planning to solicit donations? From other Businesses? work with Parish Business Office? Who will handle the money and work with Parish Bookkeeper?)

Who will

COMMUNICATION PLAN: CHECK ALL THAT APPLY:

Bulletin ☐

Irish Messenger ☐

FB ☐

Website ☐

Announcement ☐

**All communications must have preapproval before publication.

The group or individual using the facility is responsible for set up, clean up and return to normal set up of the facility. See "Responsibilities"

Signature of Responsible Party

Date:

for Office Use Only:

Approval:

Parish Council Member:

Date:

Committee/Ministry

Date:

Principal

Date:

Pastor

Date:

☐

Maintenance

☐

School Office

☐

School Calendar

☐

Parish Office

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Parish Calendar

Facility Use Request Form 2019

** Minimum of 2 week's notice for bulletin publication. **Disbursements from parish business office must have documentation. Disbursement request or invoice must be in the parish business office 1 week prior to the date funds are needed. **Any vendor contract must be preapproved before signing.