

Facility Use Request

*Submit to the Parish Secretary at least 2 weeks prior to the scheduled event.
Event is not to be promoted until approval is provided by the Parish Office.*

Requested Facility	<input type="checkbox"/> Parish Hall (+Kitchen)	<input type="checkbox"/> Parish Hall	<input type="checkbox"/> Church
	<input type="checkbox"/> Conference Room	<input type="checkbox"/> Cry Room	<input type="checkbox"/> Shrine
Proposed event start	_____	_____	<input type="checkbox"/> AM <input type="checkbox"/> PM
Proposed event end	_____	_____	<input type="checkbox"/> AM <input type="checkbox"/> PM
Parish Organization	_____		
Person responsible	_____		
Contact information for person named above			
Tel #	_____	Email	_____
Purpose of Event	<input type="checkbox"/> Club/Organization Meeting <input type="checkbox"/> Fundraising Event <input type="checkbox"/> Other: _____		
Alternate point of contact <i>(Provide name, phone number and email)</i>			

Please describe the event your organization is planning			
Organization Representative			Date
_____			_____

Note: This form is to be signed by an officer of the parish organization.

FOR OFFICE USE ONLY			
Date Received	_____	Initials	_____
Has fundraising approval request form been returned?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Pastor Approval	_____	Date	_____