

Saint Mary Parish Facility Use Request Form

Guided by the Holy Spirit, we are a community centered in the Eucharist.

We seek to live our faith, to grow in holiness, and to proclaim the love of Christ through service to all.

All use of Parish Facilities **MUST BE RESERVED IN ADVANCE** on this form. It is very important that you fill out this information accurately. **Please return the completed form to the Parish Office.** You will be informed as soon as possible if there are scheduling conflicts. The schedule is determined **on the basis of established parish priorities.** Thank you.

Organization _____ Event _____

Date Request Submitted ___/___/___ Submitted By _____

Contact Person _____ Day Phone _____

Email _____

Staff Approval Signature or Staff Involved _____

Single or Multiple Occurrences? Frequency: _____ Day of the Week _____

(circle)

Desired Date(s): From ___/___/___ To: ___/___/___ OR Specify Below

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Event Time? Beginning: _____ (AM) (PM)

Ending: _____ (AM) (PM)

Set-Up Begin Time? _____ (AM) (PM)

Clean-Up Until? _____ (AM) (PM)

Number Expected _____ Facility(s) Requested _____

2nd Choice _____

Service Request Form Attached? _____ YES _____ NO

(This is **NOT** a Service Request form. It is your responsibility to specify any special set-up required on a **SERVICE REQUEST FORM** available from the Director of Facilities and to make sure the facility is *left in good condition*. Please don't use this form for room diagrams.)

Additional notes:

Office Use Only

Date Received: ___/___/___

Date Entered: ___/___/___

By: _____