

USE OF PARISH FACILITY CHURCH/ACTIVITIES CENTER

(Minimum of Two Weeks Advance Notice Required)

Today's Date: _____ Requested by: _____

Room for Event: Activities Center: _____ Church: _____

Name of Event: _____

Name of Sponsoring Organization: _____

Number Attendees at Meeting/Event: _____

Date of Event: _____

Time(Duration)of Event: From: _____ To: _____

Name of Contact Person: _____

Phone/Email of Contact Person: Home: _____ Work: _____
Email Address: _____

Time In for Set-up: _____ Time Out after Clean-up: _____

Rough sketch any special room design set-up on back of this sheet, please.

Set-up to be completed by WHOM: _____

Clean-up to be completed by WHOM: _____

Pertinent Notes: _____

Keys Needed (***Must sign-out at Church Rectory Office; return by noon next day***): _____

Number of Chairs Needed: _____ Number of Tables Needed: _____ Size/Type Needed: _____

Are refreshments being served? _____ If so, what type: _____

WILL ALCOHOL BE SERVED: Yes: _____ No: _____

Special Items Needed: _____

Reviewed/Approved by Pastor: _____ Date: _____

Notes/Special Instructions: _____

PLEASE NOTE: See Use of Parish Facilities Policy:

The Rectory Office is responsible for scheduling the event on the calendar, as well as distributing the Facility Use Form to the Maintenance Department. To schedule your date, you can contact the OLV Church Rectory Office at: 237-7832, during business hours Monday through Friday, 8:30a.m. to 4:00p.m.

The Maintenance Department will assist in making arrangements for equipment, set-up and clean-up. Maintenance can be reached at: 237-7832, Ext. 220. (Please Note: the Maintenance staff is not available on Saturdays or Sundays, so please contact them in advance for any items or set-up needed).

If there is damage to any part of the facility during the event described above, you or the organization you represent will be held liable for the cost of repair (parts and labor).

Name (Please print) Signature Date: _____