



Use of Facilities Request Form for:
Parish Office Building

Please fill out this form with your request for use of facilities (either one-time use, or for the coming year).
It is important that you fill out this information completely.

Event Date: \_\_\_/\_\_\_/\_\_\_ Event Name: \_\_\_\_\_

Purpose of the Event: \_\_\_\_\_

Ministry/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-mail: \_\_\_\_\_

What facilities in the Parish Office Building are required? Check all that apply:

- Espritu Santo Conference Room (seats: 17 around the permanent conference table)
St. John Vianney's Sitting Room (seats: 8) St. Stephen's Sitting Room (seats: 10)
St. Joan of Arc Copy Room (seats: 10) St. Anthony's Kitchen (seats: 10)

If more than one room is requested, please indicate the main room people should be directed to:

What time is your event: Beginning: \_\_\_\_\_ (AM) (PM) Ending: \_\_\_\_\_ (AM) (PM)

How much time do you need to set-up the facility: \_\_\_\_\_ (minutes)

How much time do you need for clean-up: \_\_\_\_\_ (minutes)

Number of Attendees Anticipated: \_\_\_\_\_

Will attendees require parking? Yes No Approximately how many cars? \_\_\_\_\_

What A/V Equipment is needed? (If available?):

- TV VCR DVD LCD Projector (Training required -- for parish ministries' use only.) Screen
Other

If this event will require the use of the facilities of more than one day:

What date(s) to you require: From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_

If the event occurs with any frequency (weekly, monthly, quarterly, etc.), please list specific calendar dates: (i.e., 7/15/10, 8/19/10, 9/16/10, 10/21/10, 12/16/10, 1/20/11, 2/17/11, 3/17/11):

Other Comments: \_\_\_\_\_

Do you wish to list this event on the calendar section of the parish website (this service is available to parish organizations and ministries only)? Yes No (Please note: If this remains unchecked, it will not be listed in the calendar section of the parish website.)