



Use of Facilities Request Form for:
Church Sanctuary & Related Rooms

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 Church are required? Check all that apply:

- Church Sanctuary (seats: 800 main sanctuary) Balcony (70 seats)
Eucharistic Chapel (seats: 150 theatre style)
St. Cecilia Choir Room (seats: 64 theatre style - not avail. on Wednesdays, unless you are the choir.)

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)

Is set-up by maintenance staff required? Yes No (If yes, you will be required to complete a set-up form once your room has been reserved. Set-up forms should be turned-in no later than two-weeks prior to the event).

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 Podium
AV Cart Microphone(s) needed 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.)