



Use of Facilities Request Form for:
Parish Life Center & its Meeting 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 Parish Life Center are required? Check all that apply:

- Holy Family Gathering Space (seats: 400 at round tables / 600 theatre style)
Kitchen
Dance Floor
Mother Teresa Room (seats: 50 at round tables/ 80 theatre style)
John Paul II Room (seats: 32 at round tables/ 50 theatre style)
Other

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.)

Please return this form to the parish office as soon as possible. You will be informed if there are any changes to the schedule you requested. Please note, we cannot guarantee availability, and rooms are scheduled on a priority basis.

If there are any changes to this request, please contact the office as soon as possible. Revised 3/18/2010