



## Facilities Reservation Form

### Requestor Information

Parishioner  Yes  No

Today's Date: \_\_\_\_\_

Requester's Name \_\_\_\_\_

Address \_\_\_\_\_

E-Mail \_\_\_\_\_ Phone(H) \_\_\_\_\_ (C) \_\_\_\_\_

Ministry or Group Name: \_\_\_\_\_

Requestors from outside the parish will need to complete additional Diocesan forms

### Event Information

Event \_\_\_\_\_ Number of people \_\_\_\_\_

Dinner  Serving Wine or Beer  Serving other liquor (liquor license required if sold)

### Requested Date and Time

Requested Date(s) \_\_\_\_\_

One-time use: Start Time \_\_\_\_\_  AM  PM End Time \_\_\_\_\_  AM  PM (include set-up / clean-up time)

Weekly: Day of the week: \_\_\_\_\_ Start Date: \_\_\_\_\_  
Start Time \_\_\_\_\_  AM  PM End Time \_\_\_\_\_  AM  PM (include set-up and clean-up time)

Monthly: Day of the month: \_\_\_\_\_ Start Date: \_\_\_\_\_  
Start Time \_\_\_\_\_  AM  PM End Time \_\_\_\_\_  AM  PM (include set-up and clean-up time)

### Facility and Resources Requested

Family Learning Center  Room(s) \_\_\_\_\_  Gym ( Tables \_\_\_\_\_  Chairs \_\_\_\_\_)  
 Kitchen  Projector in Gym  Audio System in Gym  Stage  Portable PA System

Church Hall  
 Tables \_\_\_\_\_  Chairs \_\_\_\_\_

Rectory Annex Room(s) \_\_\_\_\_

Shrine  
 Portable Altar  PA System  Chairs \_\_\_\_\_  Stage

Other \_\_\_\_\_

**Donation**

Please help defray the parish's expenses for utilities, cleaning, maintenance, and event support. Suggested donations are:  
Gym- \$150/hr; Kitchen- \$50/hr; Classroom- \$50/hr; Church Hall- \$50/hr; Shrine- \$50/hr

Donation Amount: \_\_\_\_\_

**Agreement**

I agree to the following:

- The Parish reserves the right to reschedule or cancel events due to changing parish priorities
- The Requestor is responsible for set-up, tear-down, and clean-up unless otherwise arranged
- The Requestor is responsible for any missing or broken equipment
- The Requestor will notify the Parish immediately if event is cancelled

**Requestor's Signature** (non-transferable) \_\_\_\_\_

**Office Use Only**

Approved By Pastor: \_\_\_\_\_

Approved by Facilities Manager: (Joe Mastroieni) \_\_\_\_\_

Date of Computer Entry \_\_\_\_\_ by \_\_\_\_\_

Date Reserving Party Notified \_\_\_\_\_ by \_\_\_\_\_

Notes:

For outside users:

- TULIP form filled
- TULIP form mailed by \_\_\_\_\_ Date \_\_\_\_\_
- Diocesan Outside User Agreement filled
- Outside User Agreement mailed by \_\_\_\_\_ Date \_\_\_\_\_