

Facilities Use Request Form

Name of Group/Event:

Dates of Event:						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Event is:	<input type="checkbox"/> One-time <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other _____					
Time of Event*	From _____ : _____ AM PM Until _____ : _____ AM PM					

**Please include setup/cleanup times in your schedule. Include all times during which the room(s) will be unavailable to others. For recurring events please attach a calendar listing all dates needed to this form.*

Rooms (Please check all rooms being requested for use)
<input type="checkbox"/> POC <input type="checkbox"/> Kitchen <input type="checkbox"/> North Miki <input type="checkbox"/> All Miki Rooms <input type="checkbox"/> Upstairs Reception Area
<input type="checkbox"/> Church <input type="checkbox"/> Youth Area <input type="checkbox"/> Gym <input type="checkbox"/> Other (Please describe below)

Equipment (Please check all equipment needed)
<input type="checkbox"/> Laptop <input type="checkbox"/> Projector <input type="checkbox"/> HDMI Cord <input type="checkbox"/> Screen <input type="checkbox"/> Extension Cord
<input type="checkbox"/> Media Cart <input type="checkbox"/> Music Stand <input type="checkbox"/> Ambo <input type="checkbox"/> Other (Please describe below)

It is the responsibility of the all user groups to ensure proper training in the use of all technology prior to any scheduled event. All equipment will need to be checked out/in from the parish office during business hours.

Will the event be advertised at the Parish? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please check what advertising you would like.
<input type="checkbox"/> Paper Bulletin <input type="checkbox"/> Newsletter <input type="checkbox"/> Easel/Poster in Foyer <input type="checkbox"/> Display Table in Foyer
<input type="checkbox"/> Facebook <input type="checkbox"/> Mass Announcement <input type="checkbox"/> Other (Please describe below)

We will do our best to accommodate all of your scheduling and advertising wants & needs, however, we cannot guarantee that we will be able to provide everything requested.

Responsible Party	<i>(Must pick up Facility Use Agreement from church office)</i>	
Contact Numbers:	Preferred number:	Secondary Number:
	Email:	
Number of Attendees:	(estimate)	
Will Food be Served?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will Alcohol be Served?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (If yes, a request Form is required.)

<i>For Office/Staff Use Only</i>	Date Form Received:
NOTES:	
APPROVAL: <input type="checkbox"/> Yes <input type="checkbox"/> No BY: _____ DATE: _____	