

St. Patrick Parish and School

Facility Reservation Request

- Completed form should be submitted to the school office (for school facilities) OR the parish office (for parish facilities) at least 10 days prior to the event.
- Office personnel will check for availability and conflicts.*
- This form will then be submitted to the Pastor or School Administrator for approval and recorded on the master calendar in the parish/school office.
- Rules for all activities:
 - All groups are responsible for any and all damages.
 - The sponsor/contact person must be present during the activity and is responsible for returning the facility/equipment to prior condition. If a maintenance person is called in to restore this area, the group will be charged accordingly.
 - If a problem occurs during the function, the sponsor/contact person will notify a maintenance person immediately.

Group Name:		Today's Date:	
Activity:			
Preparation		Event	
<input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday	Date(s): <hr/> Start Time: <hr/> End Time:	<input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday	Date(s): <hr/> Start Time: <hr/> End Time:
SCHOOL Facility/Room Needed:		PARISH Facility/Room Needed:	
<input type="checkbox"/> Gym <input type="checkbox"/> Classroom (specify room #) <input style="width: 100px;" type="text"/> <input type="checkbox"/> Kitchen (room 300) <input type="checkbox"/> Cafeteria (room 301) <input type="checkbox"/> Multi-Purpose (room 302) <input type="checkbox"/> Other (specify) <input style="width: 150px;" type="text"/>		<input type="checkbox"/> Parish Hall* <input type="checkbox"/> Church <input type="checkbox"/> Other (specify) <input style="width: 150px;" type="text"/>	
<input type="checkbox"/> BUS (for School/Parish use only) You must arrange your own school approved driver. To: <input style="width: 150px;" type="text"/> Driver: <input style="width: 150px;" type="text"/> Phone: <input style="width: 150px;" type="text"/>		* Please note when reserving the Parish Hall that the hall is available for funeral dinners. You are welcome to plan your event, but must be flexible and willing to move/change your event should the need arise.	
EQUIPMENT Needed (indicate quantity if applies):			
<input type="checkbox"/> Bleachers <input type="checkbox"/> Tables <input type="checkbox"/> Chairs <input type="checkbox"/> Overhead Projector <input type="checkbox"/> Multi-Media Projector <input type="checkbox"/> Portable Sound System			
Please write miscellaneous notes and set-up information/diagram on back-side of form.			
Contact Person/Sponsor:			
Address:			
City/State/Zip:		Phone:	
Recorded By:		Date:	
Pastor/Administrator Approval:		Date:	

pc: contact person, maintenance, parish office, school office

Miscellaneous Notes and Set-Up Information/Diagram