

# 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:			
<b>Event</b>		<b>Facility/Room Needed:</b>	
<input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday	Date(s): <hr/> Start Time: <hr/> End Time: <hr/>	<input type="checkbox"/> Cafeteria (room 301) <input type="checkbox"/> Church <input type="checkbox"/> Classroom (specify room #) <input style="width: 100px;" type="text"/> <input type="checkbox"/> Gym <input type="checkbox"/> Kitchen (room 300) <input type="checkbox"/> Parish Hall*  <small>* 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.</small>	
<b>Event Preparation</b>		<b>EQUIPMENT Needed (indicate quantity if applies):</b>	
<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: <hr/>	<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 <input type="checkbox"/> Computer (see Lori Thelen in Parish Office)	
<b>Please write miscellaneous notes and set-up information/diagram on back-side of form.</b>			
Contact Person/Sponsor:			
Address:			
City/State/Zip:		Phone:	
Recorded By:		Date:	
Pastor/Administrator Approval:		Date:	

pc: contact person, maintenance