

# Facility Request Form

Group Name \_\_\_\_\_ Contact Person \_\_\_\_\_ email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

Group Type (*check one*) \_\_\_\_\_ Parish Sponsored \_\_\_\_\_ Independent Collaborators in Ministry (\*) \_\_\_\_\_ Other \_\_\_\_\_

Event Title	Date	Room Use Start Time	Event Start Time	Room Use End Time	Location	Second Choice

- |                      |                         |                         |                            |
|----------------------|-------------------------|-------------------------|----------------------------|
| A Atrium             | FA St Francis of Assisi | HK Hall Kitchen         | MPR Multi-purpose Room     |
| Ch Church            | FL Fr Lane Room         | JD Juan Diego           | OLL Our Lady of Lavang     |
| DB Don Bosco Nursery | G Gym (sports only)     | LR St Lorenzo Ruiz      | MC St Cecilia Music Center |
| DD Dorothy Day Room  | H Hall                  | MdP St Martin de Porres | SunM Sunday Mass (5 min)   |

Users are responsible for safeguarding facility when in use, closing and securing facility in a satisfactory manner after use and advising office of any changes or cancellations!

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

- \* See Parish Administrator to sign Building use Agreement