

ST. PAUL'S FACILITY USE REQUEST FORM

(Church Related Events Only)

**THIS FORM MUST BE SUBMITTED TO THE PARISH SECRETARY
30 DAYS IN ADVANCE OF THE EVENT DATE**

PLEASE PRINT

TODAY'S DATE: _____

PURPOSE OF EVENT: _____

INDIVIDUAL OR GROUP SPONSORING EVENT: _____

PERSON(S) IN CHARGE OF EVENT / PHONE #(S) _____

WILL A FEE BE CHARGED TO ATTENDEES? yes no IF YES, WHAT IS THE CHARGE? _____

WHAT IS THE DATE OF YOUR EVENT: _____

WHAT IS THE BEGINNING AND ENDING TIME OF YOUR EVENT? _____

WHAT IS THE BEGINNING AND ENDING TIME OF YOUR SET-UP? _____

(special permission must be given if not immediately preceding the event)

WHAT IS THE BEGINNING AND ENDING TIME OF YOUR CLEAN-UP? _____

(special permission must be given if not immediately following the event)

WHAT ROOM(S) WILL BE USED FOR THIS EVENT? _____

DO YOU PLAN ON SERVING ALCOHOL DURING EVENT? yes no

(if yes, you must see Parish Administrator for requirements)

CUSTODIANS NEEDED DURING SET-UP yes no

IF YES—HOW LONG NEEDED AND DESCRIBE DUTIES: _____

CUSTODIANS NEEDED DURING EVENT? yes no

IF YES—HOW LONG NEEDED AND DESCRIBE DUTIES _____

Note: Custodians can not watch the security monitors and assist at the same time during events

CUSTODIANS NEEDED DURING CLEAN-UP? yes no

IF YES—HOW LONG NEEDED AND DESCRIBE DUTIES: _____

SET UP REQUIRED: (use back if necessary)

EQUIPMENT REQUIRED: (use back if necessary)

FOR OFFICE USE ONLY:

Date form received _____ Date form sent to Facility's Mgr _____ Date sent to Parish Administrator _____