

St. Paul VI Parish Facility Use Request Form

Contact Information

Name: _____ Group Name: _____

Phone: _____ Email: _____

Contact Person (if different than person requesting): Name: _____

Phone: _____ Email: _____

Facility Space Needed: (Please check all that apply):

St. Mary Church Oak Room Parish Center PC Lobby

Lyne; Living Room Lyne; Lg. Conf. Rm. Lyne; Sm. Conf. Rm.

Mater Christi Church Marian Room St. Hugh Faith Formation Center

Menarik Hall Other; Please specify: _____

Facility Usage Date & Time Information

Date Requested: _____ Alternate Date: _____

Time of Event: _____ *Start time and end time should include setup and cleanup.

Start Time Needed: _____ End Time: _____

Equipment Usage Information

Extra Equipment Needed (A/V): _____

Kitchen Use: Yes No Other Needs: Oven Other, please specify: _____

Reason for Request

Type of Request

Meeting Event (free) Ticketed Event (paid) Fundraiser

(PLEASE TURN OVER)

If you checked **Meeting**, and your group has recurring meetings, what are the recurring dates that you are requesting.

If you checked **Event (free), Ticketed Event (paid), or Fundraiser**, please answer the following:

Will children be in attendance: Yes No Will alcohol be served: Yes No

Will food be served: Yes No Will there be raffles/games of chance: Yes No

Attendance (open or by invitation only): Open Invitation Other, please specify: _____

Will you need a form (paper and/or online) created: Yes No

Will you need any help marketing/communicating with the parish (bulletin, eblast, website, banners)? Yes No

If you checked **Ticketed Event (paid), or Fundraiser**, please answer the following:

Cost per person/ticket: _____ Estimated Attendance: _____

Estimated Income: _____ Anticipated Expenses: _____

Net Proceeds: _____

If you checked **Fundraiser**, please answer the following:

Reason for Fundraiser, what do you plan to do with the proceeds from this fundraiser?

Questions/Comments/Notes/Details:



Scan to complete form electronically.

<p><u>Facilities/Office Use Only</u></p> <p>Date Received: _____ Date Approved: _____</p> <p>Notes: _____</p>
