

**ST. MARY PARISH FACILITY USAGE REQUEST FORM**

**PLEASE NOTE:** Confirmation will be sent to contact email provided. Request for space is not guaranteed until receipt of confirmation.

<p><b>Contact Name:</b> _____</p> <p><b>Phone:</b> _____</p> <p><b>Email:</b> _____</p>	<p align="center"><b><u>Space Requested</u></b></p> <p><input type="checkbox"/> Nancy Bossidy Recreation Ctr</p> <p><input type="checkbox"/> Commercial Kitchen</p> <p><input type="checkbox"/> Parish Hall</p> <p><input type="checkbox"/> Day Chapel</p> <p><input type="checkbox"/> Barn</p> <p><input type="checkbox"/> Art/Music Room</p> <p><input type="checkbox"/> Library</p> <p><input type="checkbox"/> Life Teen Lounge</p> <p><input type="checkbox"/> Parish Office Conference Room</p> <p><input type="checkbox"/> Parish Office Lower Conference Room</p> <p><input type="checkbox"/> Other (Indoor or outdoor space)</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><b>Event Name:</b> _____</p> <p><b>Ministry Name:</b> _____</p> <p><b>Estimated Number of people attending event:</b> _____</p> <p><b><u>EVENT TYPE:</u></b></p> <p><input type="checkbox"/> Assembly/Lecture/Movie</p> <p><input type="checkbox"/> Collection (ie. midnight run, food drive, etc)</p> <p><input type="checkbox"/> Dinner/Reception</p> <p><input type="checkbox"/> Fair/Expo</p> <p><input type="checkbox"/> Meeting</p> <p><b>Other:</b> _____</p>	

**Date(s) Space is needed:** \_\_\_\_\_ **Event Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Setup Time:** \_\_\_\_\_

(If multiple dates, please attach list of ALL dates along with time in and out for each date. If requesting same day of each week or month, attach list of start and stop date/time along with all exceptions due to holidays, vacation days, etc.)

<p align="center"><b>SEATING AND ADDITIONAL NEEDS:</b></p> <p>_____ <b>No Setup Required</b></p> <p>_____ <b>Key Required to Access Location</b></p> <p>_____ <b>Round Tables/ How Many:</b> _____</p> <p>_____ <b>Rectangular Tables/ How Many:</b> _____</p> <p>_____ <b>Chairs/ How Many:</b> _____</p> <p>_____ <b>Platforms</b></p> <p>_____ <b>TV/DVD</b></p> <p>_____ <b>Use of Scoreboard</b></p> <p>_____ <b>Wireless Microphones / How Many:</b> _____</p> <p>_____ <b>Corded Microphones/How Many:</b> _____</p> <p>_____ <b>Podium w/ Microphone</b></p> <p>_____ <b>Smart Board</b></p>	<p>_____ <b>Easel/ How Many:</b> _____</p> <p>_____ <b>Flip Chart(s)/How Many:</b> _____</p> <p>_____ <b>Chalkboard</b></p> <p>_____ <b>Projector and Screen</b></p> <p>_____ <b>Risers</b></p> <p>_____ <b>Piano</b></p> <p>_____ <b>Use of Refrigerator/Freezer</b></p> <p>_____ <b>Extension Cords/ How Many:</b> _____</p> <p>_____ <b>Coffee Urns/ How Many:</b> _____</p> <p>_____ <b>Arrow Signs</b></p> <p>_____ <b>Cash Box/ How Many:</b> _____</p> <p><b>Other:</b></p> <p>_____</p>
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**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_