

ST POLYCARP CHURCH

PLEASE FILL OUT THIS FORM FOR **EACH** FACILITY VENUE YOU ARE REQUESTING FOR THE COMING YEAR.

FACILITIES AVAILABLE: Hall, Hall Kitchen, School Pavilion, St. Lawrence Room, Meeting Room, Youth Ministry Room, School Classroom (Number)

NAME OF FACILITY REQUESTED

(Include Classroom Number) _____

TODAY'S DATE: _____

NAME OF ORGANIZATION: _____

DAY OR DAYS YOU WILL NEED THE FACILITY:

MON TUE WED THUR FRI SAT SUN

DATE YOU NEED FACILITY: _____

IF YOU ARE PLANNING TO USE THIS FACILITY MORE THAN ONE TIME, PLEASE WRITE DOWN **ON THE BACK OF THIS FORM**, INDIVIDUAL DATES BEGINNING AND ENDING TIME, AND HOW MANY PEOPLE ARE EXPECTED FOR EACH MEETING.

TIME NEEDED: (BE SURE TO INCLUDE SET UP AND CLEANING TIME).

BEGINNING: _____ AM _____ (PM)

ENDING: _____ AM _____ (PM)

TYPE OF EVENT: Meeting _____, Retreat _____,

Other – Describe Event: _____

HOW MANY PEOPLE ARE EXPECTED? _____

SOME REQUESTS CANNOT BE FULFILLED BECAUSE OF POSSIBLE DOUBLE BOOKING OF FACILITIES. PLEASE CHECK YOUR CALENDAR AS SOON AS YOU GET IT AND RESCHEDULE WITH PARISH SECRETARY AS SOON AS POSSIBLE

PLEASE PRINT AND READ THE PARISH RULES FOR USE OF FACILITIES

REVISED: 2010

