

# ST. John XXIII Parish- FACILITY REQUEST

*Use this form to request the use of our parish facilities and to add an event to the parish master calendar.*

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Parish Event: \_\_\_\_\_

Contact Person (Person in charge of event): \_\_\_\_\_

Phone: Home \_\_\_\_\_ Cell \_\_\_\_\_

Email: \_\_\_\_\_

Is this a Fundraiser? Yes  No  If yes, has permission been obtained from parish administration?

Date requested (Day): \_\_\_\_\_ (mm/dd/yr): \_\_\_\_/\_\_\_\_/\_\_\_\_

Room requested: \_\_\_\_\_ Time: \_\_\_\_\_ AM  PM  until: \_\_\_\_\_ AM  PM

**\*Allow time for set-up, take-down, and clean up**

- Activity Center (Sheltreau Hall)
- Church
- Chapel
- Rectory Conference Room (1<sup>st</sup> Floor)
- Rectory Meeting Room (Lower level)

# of anticipated Attendees: \_\_\_\_\_ Date to pick up key(s): \_\_\_\_/\_\_\_\_/\_\_\_\_

Is this a recurring event: Yes  No  If yes, give specific date(s): \_\_\_\_\_

**SET-UPS:** Staff *is not* responsible for room set-ups.  
Groups using room(s) are responsible to set-up, clean up (*including bag garbage and put in the dumpster*), and return the room(s) to the original order.  
Failure to follow these requirements will result in loss of room use privileges.  
If there are questions or concerns, please call or email the parish office.

*After review, room(s) will be assigned.*

**Office Use Only:** Date form received: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Approved: \_\_\_\_\_ Yes  No   
Event placed on Master Calendar by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Room(s) assigned: \_\_\_\_\_  
Date response emailed: \_\_\_\_\_