

ST. JOHN THE BAPTIST CATHOLIC CHURCH FACILITY USE REQUEST FORM

Group Name \_\_\_\_\_ Date of Event \_\_\_\_\_

Type of Activity \_\_\_\_\_ # Attending \_\_\_\_\_

MCC Special Events Insurance Required: Yes \_\_\_\_\_ (completed form attached) No \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

Room Requested \_\_\_\_\_ Time required \_\_\_\_\_

Single Event \_\_\_\_\_ Weekly Event \_\_\_\_\_ Monthly \_\_\_\_\_

Set up Needed (parish sponsored events only): Yes \_\_\_\_\_ No \_\_\_\_\_

# of Tables \_\_\_\_\_ # of Chairs \_\_\_\_\_ Set up attached \_\_\_\_\_ N/A \_\_\_\_\_

Additional Requests (please be specific)

\_\_\_\_\_  
\_\_\_\_\_

Clean up Needed (parish sponsored events only): Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Person Accepting Responsibility \_\_\_\_\_ Phone # \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_

Date \_\_\_\_\_

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KEY SIGN OUT

Group Name \_\_\_\_\_ Date of Event \_\_\_\_\_

Facility: CHURCH HARVEY HALL SCHOOL

Sacristy \_\_\_\_\_ Hall \_\_\_\_\_ Library 1 \_\_\_\_\_ / 2 \_\_\_\_\_

Gathering Space \_\_\_\_\_ Kitchen \_\_\_\_\_ Multi-Purpose Room \_\_\_\_\_

Annex \_\_\_\_\_ Room 6 \_\_\_\_\_

Does Group have Alarm Code? Yes \_\_\_\_\_ No \_\_\_\_\_

Set Alarm \_\_\_\_\_ Disarm \_\_\_\_\_ Not Applicable \_\_\_\_\_

Staff Initials \_\_\_\_\_