

RETURN TO: PARISH OFFICE

**ST. ALPHONSUS FACILITY REQUEST FORM  
JULY 1, 2018 - JUNE 30, 2019**

**NOTE:** In the event there is a scheduling conflict with another group, scheduling cannot be completed until the conflict has been resolved. *Liturgical, Sacramental, and all Educational Programs take scheduling priority for facility use.* Available facility rooms are listed on the back of this form. Keys should be signed out and picked up from the Parish Office receptionist during regular weekday office hours (keys for school rooms can be signed out from the School Office).

1) **TODAY'S DATE:** \_\_\_\_\_

2) **FULL NAME OF ORGANIZATION:** (i.e. Girl Scouts - Troop #688) \_\_\_\_\_

3) **PERSON IN CHARGE OF THE EVENT (please print):** (i.e. John Doe, 421-2442)  
Name \_\_\_\_\_ Telephone # \_\_\_\_\_

4) **NAME OF PRIEST/DIRECTOR/STAFF MEMBER PROVIDING APPROVAL FOR THIS EVENT:**  
Name \_\_\_\_\_

5) **NAME OF EVENT/REASON** for which the room is being scheduled:  
\_\_\_\_\_

6) **WHICH ROOM(s) (in which building) DO YOU WISH TO USE?** See list on reverse side for room options  
If more than one room is needed, list them all here, crossing out the "2<sup>nd</sup> Choice", "3<sup>rd</sup> Choice", and "4<sup>th</sup> Choice"

1st Choice: \_\_\_\_\_ 3rd Choice: \_\_\_\_\_  
2nd Choice: \_\_\_\_\_ 4th Choice: \_\_\_\_\_

7) **DAYS, DATES, FULL TIME SPAN (SET-UP TO CLEAN UP) & MEETING START TIME REQUIRED?**  
(Meeting Start Time is what will appear in the bulletin and on the web-based calendar so do not leave this area blank.)

<u>Day &amp; Date (i.e. Tues/7-21-17)</u>	<u>Full Time Span (Set-up to Clean-up)</u>	<u>Meeting Start Time (required)</u>
DAY/DATE _____ / _____	START/END ____:____ - ____M____:____ - ____M____	START ____:____ - ____M____
DAY/DATE _____ / _____	START/END ____:____ - ____M____:____ - ____M____	START ____:____ - ____M____
DAY/DATE _____ / _____	START/END ____:____ - ____M____:____ - ____M____	START ____:____ - ____M____
DAY/DATE _____ / _____	START/END ____:____ - ____M____:____ - ____M____	START ____:____ - ____M____
DAY/DATE _____ / _____	START/END ____:____ - ____M____:____ - ____M____	START ____:____ - ____M____
DAY/DATE _____ / _____	START/END ____:____ - ____M____:____ - ____M____	START ____:____ - ____M____
DAY/DATE _____ / _____	START/END ____:____ - ____M____:____ - ____M____	START ____:____ - ____M____
DAY/DATE _____ / _____	START/END ____:____ - ____M____:____ - ____M____	START ____:____ - ____M____
DAY/DATE _____ / _____	START/END ____:____ - ____M____:____ - ____M____	START ____:____ - ____M____
DAY/DATE _____ / _____	START/END ____:____ - ____M____:____ - ____M____	START ____:____ - ____M____

(Use an additional form for more Days, Dates and Start/End times required)

8) **SHOULD THIS BE LISTED IN THE BULLETIN CALENDAR ("This Week" section)?** Yes [ ] No [ ]  
(All bulletin ANNOUNCEMENTS/ARTICLES need to be put on a *BULLETIN REQUEST FORM*, available from the Parish receptionist.)

9) **PERSON MAKING THIS REQUEST (please print):** \_\_\_\_\_

**EMAIL ADDRESS (confirmation will be emailed):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_

**EVENING PHONE:** \_\_\_\_\_ **DAYTIME PHONE:** \_\_\_\_\_

I have read the "**GUIDELINES FOR SPACE USE**" and agree to comply with the guidelines. Signed \_\_\_\_\_

**This request should be in the Parish Office at least TWO WEEKS prior to the date you are requesting.  
Confirmation of your request will be emailed to you. If you have any questions, please call 421-2442.**