

Facility Use Form

08-17-2010

Once form is completed, please forward form to Rick Trippier either by dropping off at the parish office or email to jconroy@delawarestmary.org. After hours, there is a mail slot in the office door for your convenience. **ALL** facility use questions may be directed to Rick Trippier @ the parish office 740-363-4641.



TODAY'S DATE: _____

PARISH ACTIVITY? (please circle one) Y N

NAME OF ORGANIZATION: _____

NAME OF PERSON REQUESTING SPACE: _____

PHONE # DURING BUSINESS HOURS: _____ EMAIL: _____

DAY AND DATE REQUESTED FOR EVENT: _____

TIME REQUESTED: ACTUAL TIME OF EVENT: _____

INCLUDE TIME REQUESTED FOR SET UP AND TEAR DOWN: _____

PLACE OF MEETING: (please circle all ROOM(S) REQUIRED FOR MEETING:

SCHOOL: commons gym kitchen library teachers lounge

other: _____

KAVANAGH HALL (15 SOUTH UNION ST.):

dining room large room KH basement KH kitchen other: _____

ADDITIONAL NOTES:

If requesting the commons area and you would like tables and chairs to be arranged in a particular configuration, please use this space below to sketch a diagram. Include number of tables, and number of chairs at each table. Please use back side for additional details. **Please note: this request must be at least one week prior to event....**

STAGE

PLEASE NOTE: once keys have been signed out in the parish office, they must be returned along with the *COMPLETED* facility use checklist on the date stated when signed out. Again, please utilize the mail slot in the parish office door for your convenience after office hours.

OFFICE USE ONLY:

Approved by: _____ date: _____ person contacted? Y _____ please file _____