

# Holy Trinity Parish

## Room Request

Date \_\_\_\_\_

**Committee/Organization:** \_\_\_\_\_

**Person Requesting the Room:** \_\_\_\_\_

(Responsible for meeting, picking up key, clean-up, put furniture back, lock-up and returning key)

**Telephone #** \_\_\_\_\_

Work /Cell

Home

**Address** \_\_\_\_\_

Street

City

Zip code

**Event:** \_\_\_\_\_ **Is this a fund raiser?** Yes No

**Has it been approved by the pastor?** Yes No

**Is this a recurring event?** Yes No \_\_\_\_\_

**Is this a renewal for a recurring event?** Yes No \_\_\_\_\_

**Date(s) of Event:** \_\_\_\_\_

**Time Required:** \_\_\_\_\_ **From:** \_\_\_\_\_ **to** \_\_\_\_\_

(Including set up and clean up time)

a.m. /p.m.

a.m. / p.m.

(All events need to conclude by 8:30 pm, unless special permission has been granted)

**Number of persons expected:** \_\_\_\_\_

**Will the event need kitchen access?** Yes No

**Chairs #** \_\_\_\_\_ **Tables #** \_\_\_\_\_ **Round** \_\_\_\_\_ **Rectangular** \_\_\_\_\_

**Equipment needed/requested:** \_\_\_\_\_

**Type of set up:** Dining Auditorium Classroom Bleachers Other \_\_\_\_\_

**Preferred Location:** \_\_\_\_\_

**Church, Overflow (SW) (SE) (NW) (NE), Parish Center, School Basement,**

**Convent Dining Room, Convent Living Room, Convent Basement, School Room #** \_\_\_\_\_

(Permission from Youth Minister required)

Funerals and rosaries will take precedence over any event already scheduled in the Overflow, Gym or Church.

I have read, acknowledge and agree with the rules set forth for facility use: \_\_\_\_\_

Signature

**For Office Use**

**Date Approved:** \_\_\_/\_\_\_/\_\_\_ **Activity Approved By:** \_\_\_\_\_

**Requests Confirmation** \_\_\_\_\_ **Date** \_\_\_/\_\_\_/\_\_\_