



## Facilities Use Request

Please complete this form and return to the Parish Administrator to get entered on the church calendar.

**Call the Sexton, Garry Lumm [727-415-0737] if you need to cancel, or reschedule your request.**

<b>Name of Group/Event Description</b>					
<b>Room(s) or Space Requested</b>					
<b>Meeting Dates</b> Day of Week: Month and Day of first meeting:					
<b>Frequency of Use</b>	One Time Only	Daily	Weekly	Monthly	Other (describe)
<b>Start Time:</b>			<b>End Time:</b>		
<b>Contact Person</b> Daytime: Phone: E-mail:					
<b>For Special Set-Up or Room Arrangement Requests          you <b>MUST</b> call the Sexton, Garry Lumm 727-415 0737</b> <b><i>Please use a separate form if you need set-up and clean-up time for your event.</i></b> <b><i>Turn them in together if possible!!</i></b>					

**I will need the following:**

  

**Please set up the room like this:**

  
  
  
  
  
  
  
  
  
  

Office Approval by: \_\_\_\_\_

C:/AAA/Forms/Facility Use Request      E-calendar      Copy to Sexton

*Feb, 2016*