

Most Holy Redeemer Church – Request for Use of Facilities

Date submitted _____

Organization _____

Organization leader _____ Contact Number _____

Email address _____

Room(s) requested _____

Name of event _____

Set up date and time _____

Event date and time _____

Clean up time _____

Number of attendees _____

Kitchen needed? Y _____ N _____ Stove/cooler/food storage? Y ____ N ____

**** NOTE: Everything brought in for the event, including decorations, leftover food and drinks, must be removed after the event. All trash must be taken to the dumpster after the event. An additional charge will be assessed if this item is ignored. Initial _____**

**** NOTE: This is required - Event information for bulletin/social media/pulpit announcement. Bulletin editor cannot approve the event. Initial _____**

**** NOTE: Additional requirements/special needs/ comments. Initial _____**

**** NOTE: The person requesting the event will be notified by phone or email that the event has been approved. Only then will the event be added to the parish events calendar.**

Requesting person _____ Date _____

Parish use

Reviewed by Business Manager _____ Date _____

Approved by Pastor _____ Date _____

Disapproved _____ Date _____

Reason _____

Added to calendar _____ Date _____ Contacted requesting group _____