

Application for Use of Church Facilities And Approval For Off Site Events

ALLOW AT LEAST 30 DAYS FOR THE REVIEW AND APPROVAL OF THIS APPLICATION.

Ministry sponsoring event: _____ Contact Person: _____

Phone: _____ Cell Phone: _____ Email: _____

Name of the event: _____

Description of Event: _____
(i.e.) Ministry Meeting, Dance, Potluck etc.)

Day and Date of event: _____ Actual Time: Starts _____ Ends _____

Time needed before: _____ and after _____ for set up/clean-up (mins/hr)

Will event tickets be sold in the plaza? Yes No

Reserve Plaza for what dates/times? _____

Is this event a fundraiser (are any monies being collected)? Yes No Does IHM receive net funds raised Yes No

If not, who is recipient of funds raised _____

Will alcohol be served? Yes No

CIRCLE FACILITIES REQUESTED:

CHURCH CHAPEL CRY ROOM MUSIC ROOM CONFERENCE ROOM HALL "A" HALL "B" HALL "C"
MATTHEW MARK LUKE JOHN LIBRARY KITCHEN: ice / coffee / storage / food prep / cooking / BBQ
PATIO FRONT OR REAR PARKING LOT CHURCH PLAZA (Your ministry will be assigned one of three spots on the Plaza)

EQUIPMENT NEEDED

_____ TABLES _____ CHAIRS _____ AUDIO / VISUAL EQUIPMENT

**Note: You are responsible for set-up and take-down of all equipment used.
Projector and screen must be checked out from the parish office 24 hours before event.**

Note: Alarm system is automatically set from midnight until 5:00 a.m.
Please schedule your event accordingly.

OFFSITE NAME/LOCATION: _____

Applicant's Signature

Applicant's Name Printed

Date