

St. Rita Parish Facilities Use Request Form 2018 – 2019

This form must be returned no later than June 20, 2018

Organization Name _____

Organization Chairperson _____ Phone _____

Event Time – Event Start Time is the actual start time of the event (this is the time that will be published in the bulletin), set-up time is the time the room should be reserved from, and the end time should include your clean-up time. The room must be picked up, furniture returned to the proper location, garbage disposed of and sweeping done by the listed end time.

Publish Event in Bulletin – Note *yes* or *no* to have your event published in the bulletin.

Event Date	Requested Event Start Time	Requested Set-up Time	End Time (include clean-up)	Room Requested	Event	Estimated Attendance	Publish Event in Bulletin? (Yes / No)

The requesting organization is aware of the following requirements that apply to all organizations using the parish facilities, and hereby agrees to comply with the requirements:

1. The requesting organization is responsible for set-up and clean-up *immediately after the event*.
2. If needed a **Maintenance Request Form** must be completed at least four (4) days in advance.
3. All St. Rita facilities are smoke free: no smoking is permitted at any events hosted in these facilities. It is the responsibility of the hosting organization to require compliance with this NO SMOKING policy. Organizations that do not enforce this policy will not be afforded access to St. Rita’s facilities.

Signature of Chairperson _____ Date _____

Title _____ Email Address _____