

**ST. DAMIAN PARISH  
FACILITY USE REQUEST FORM**

FACILITY REQUESTED:\*/\*\* \_\_\_\_\_

EVENT/PURPOSE: \_\_\_\_\_

DATE REQUESTED: \_\_\_\_\_

TIME REQUESTED: SET UP TIME: \_\_\_\_\_ STARTING TIME: \_\_\_\_\_

ENDING TIME: \_\_\_\_\_ CLEANUP TIME: \_\_\_\_\_

WILL FOOD BE SERVED AT YOUR EVENT? \_\_\_\_\_ CATERED OR PREPARED (Circle One)  
(No alcohol can be served without prior approval of the Pastor)

NUMBER OF PEOPLE \_\_\_\_\_ AGE GROUP OF PEOPLE \_\_\_\_\_

ORGANIZATION REQUESTING SPACE: \_\_\_\_\_

PERSON ON SITE RESPONSIBLE FOR ACTIVITY: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE \_\_\_\_\_

**Due to insurance restrictions and to maintain our equipment and facilities, the following requirements have been implemented.**

- For regular weekly/monthly meetings, please submit your request forms in June.
- For special events or when a set-up change is required a detailed set-up and floor plan must be provided at least one week prior to the event. Contact Joe Beemsterboer, Maintenance Director at (708)710-1510 with questions and set-up details.
- Please return room to its original condition.

NAME OF PERSON AUTHORIZED TO SIGN OUT AND PICK UP KEYS

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

Pastoral Center pick-up hours are: Monday thru Friday 9:00 am to 8:00 pm / Saturday 9:00 am to 2:00 pm.

School keys may not be signed out until 3:10 pm.

Please pick up keys for Saturday evening / Sunday events by 2:00 pm on Saturday

\*If a more appropriate room is available that room will be assigned.

\*\* If more than one room is needed a separate form must be used for each room.

**FLOOR PLAN REQUEST**

(Please show room set-up requested in as much detail as possible)

Date Received \_\_\_\_\_ by \_\_\_\_\_

Request Approved \_\_\_\_\_ by \_\_\_\_\_

Request Not Approved \_\_\_\_\_