

Little Flower Facilities Reservation Form for Parish Sponsored Events
5560 Kirby Ave. Cincinnati, Oh 45239, 541-5560, Fax 681-2631

Events on Saturday must end by 3:00 p.m. and cannot start before 6:00 p.m. Sunday events cannot start before 12:30 p.m. The cafeteria cannot be scheduled before 5:00 p.m. and the Parish Center cannot be scheduled before 4:00 p.m., Monday-Friday. Please refer to the shared-use agreement (see guidelines) for the Parish Center use during evening and weekends.

Organization and individual requesting use _____

Name of event _____

Person in Charge _____ Email _____

Phone (home) _____ (cell) _____

Street Address _____

City _____ State _____ Zip Code _____

1. Area Requested:

_____ Cafeteria (maximum capacity 200)

_____ Concession deck

_____ Adult Ed. Rm. (maximum capacity 25)

_____ Fields

_____ Parish Center (maximum capacity 500
with concentrated seating)

2. Days/dates (mm/dd/yy) requested for meeting/event?

Setup Time (if applicable) _____

Start Time _____

End Time _____

Cleanup Time (if applicable) _____

3. Any exceptions to the frequency (certain dates or months) you are not meeting? _____

4. What is the average number of people who attend your meetings/function? _____

5. Who is responsible for obtaining keys and securing the building after meetings? _____

6. Do you have permanent custody of keys to any parish buildings or facilities? _____yes _____no

If yes, describe which keys you have: _____

7. Does the Arch. of Cincinnati Decree on Child Protection apply to your event? (are children volunteering or are you assisting in an activity for children?) _____yes _____no

8. Is a liquor permit required? (see guidelines) _____

9. **I agree to the terms and the attached guidelines** for use of the facilities and accept full responsibility for any damage to the building or contents that may occur during the time I have indicated the event is taking place.

Signature of person in charge

Date