

OUR LADY OF THE LAKE ROMAN CATHOLIC PARISH
USE OF FACILITY FORM - **New** **Change** **Cancel**

Organization Name _____ Your Name _____
 Contact person _____ Telephone # _____
Name & Address

WHEN NEEDED _____ - _____ Hours - From _____ to _____
Day (Mon,Tues,etc) Month, Date, Year (incl. set-up and take down time)
(Remember - if you set-up one day and the event is the next day, both dates must be requested)

Activity being held _____
**** Event is not to be advertised or held until approval is received. ****

Time of event _____ # of people _____

Mass - Celebrant _____

Which Building?

- JP II **Garage**
- St. Joseph Hall
- Holy Family Parish Center & School (Classrooms 3,4,5,6,7,8,9 & 10; gathering room not available)
 - Main Hall/Cafeteria** **Kitchen** **Classroom 1** **Classroom 2**
- Church
 - St. Thomas More Room** **Cry Room** **Information Booth** **Narthex**
- Parish Office Conference Room - Grass Area in front of church (tents are not to be used unless approved)
- Parking lot near Holy Family Parish Center (cones need to be around designated area and drive through is to be blocked off)

 Signature of Individual completing this form Date of request

Department Head Name _____ Department Head Signature Required _____ Date _____
 Department Head Not Available Front Office Received Email with Approval

**Please turn in completed facility use form including the Set-Up Work Order form
 (on reverse side, if needed) at least two weeks prior to the event.**

**“Key” – Arrangements need to be made to obtain a key to the facility requested.
 You are responsible for securing the facility if you are the last one in building.
 Please be sure to check the locking schedule.**

<input type="checkbox"/> Check if a CHANGE to original request. Date of original request _____ <small>(Be sure to indicate what is changing - from what to what)</small>	<input type="checkbox"/> Check if original request is CANCELLED. Date of original request _____
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Not Approved Needs Fr. Tony's Approval _____ Approved by _____ Date _____

<input type="checkbox"/> Notify Religious Ed	<input type="checkbox"/> Notify Maintenance	<input type="checkbox"/> Notify Liturgy/Music	<input type="checkbox"/> Notify Soup Kitchen
<input type="checkbox"/> Calendar Posted	<input type="checkbox"/> School	<input type="checkbox"/> Mass Book	<input type="checkbox"/> Advise Contact Person

AVAILABLE NOT AVAILABLE _____

OUR LADY OF THE LAKE ROMAN CATHOLIC PARISH SET-UP WORK ORDER FORM

The following information is necessary in order to help you make your event a success. If this form is not submitted with the Use of Facility Form, please submit to the **Parish Office at least two (2) weeks** in advance of your planned event. Your cooperation is greatly appreciated.

Organization Name _____ Event _____

Date of event _____ Time event begins _____ # Attending the event _____

EQUIPMENT NEEDED: Sound DVD Player Microphone Podium TV VCR Pull down screen Projector
 Parking Lot Lights Air Conditioning Setting _____°

TABLE and/or CHAIR ARRANGEMENT: In the space provided below, please draw a configuration of how you would like the chairs and tables arranged. Please indicate doors, kitchen, etc. If it becomes necessary for you to rearrange the configuration of the room, please **DO NOT DRAG THE TABLES.....**

**Classroom End of Room – Holy Family Parish Center
Restroom End of Room - St. Joseph Hall**

**Kitchen End of Room – Holy Family Parish Center
Folding Front Doors End of Room - St. Joseph Hall**

Your name and phone number _____ Date _____

Since the Maintenance Department does not work on Saturday and Sunday, it will be necessary for the facility to be returned to the normal setup.

**Please leave the facility as clean as you found it.
Be sure to follow the guidelines given to you. Thank you....**

If you have any questions regarding the set up of the facility, please contact the Parish Office or Bradley Reese, Maintenance Supervisor - at 928-855-2685 Monday through Friday, 8:00 a.m. to 5:00 p.m.