

Facility Use Request Form St. Patrick Catholic Church

Name of Organization/Individual _____

Address _____

Please include mailing address if different

City/State

Home Phone – please include area code _____

Cell phone _____

Are you a registered member of St. Patrick Yes No

Description of Event _____

♥ Will you have speakers at this event? Please list their names, address & phone number. Please remember if your speaker(s) are visiting Clergy (which includes Deacons) from outside the Portland Diocese which includes also the Baker Diocese, we will need to do a background check on them **BEFORE they are allowed to be a speaker at your event. Please provide this information as soon as possible.**

1. _____
Name of speaker Address City/State Phone

Date of Event _____ Please use the lines below for additional dates

Date of setup _____ Time of Set-up _____

Time of Event _____ to _____ (11:00p.m. is our cutoff time)

Rooms you are requesting: (Rooms you request are on availability **ONLY** and are assigned at the discretion of the Parish Office.)

1. _____ 2. _____

Number of people attending this function _____ (approximation)

*Will children be present for your event? Approximately how many? _____

Please list the names of those adults who will be supervising the children:

Will Alcohol be served? (Please check the box) (**This is on approval basis. This does not guarantee approval of alcoholic beverages being allowed.**)

Please list the Alcohol beverages below you are requesting to serve

1. _____
2. _____
3. _____

Liquor License

- All events serving beer and/or wine with any money exchanges, including door fees, goodwill donations or per glass charge, are required to have an OLCC Temporary Sales License. Contact the Business Office no less than six (6) weeks prior to the event to start the licensing process.
- Any parish organization requiring an OLCC Temporary Sales License will be responsible for the associated fees to the City of Canby and OLCC. The organization will also be responsible to acquire the signatures required from the City of Canby/Canby Police Department.
- All OLCC Temporary Sales Licenses must be on site during the entire event.

Will Food be served (Please check the box)

If you will be handling food, the following procedures will be followed:

Food Handlers

*Any organization handling food must have at least one person with a Food Handlers Card on site during ALL food prep and serving. The actual card must be available for inspection at any time during food prep and serving.

_____ (Food Handlers card number)

****If you are an organization requesting use of our buildings, you must get the approval of your acting President of your Organization FIRST by having them sign below. By signing this Facility Use Request, both the acting President and the person responsible will abide by all of our rules and policies as explained to you. Both will be responsible for this event and will be held accountable should the Parish Office need to come back to you after your event.**

Signature of President of Organization

Phone number

Signature of responsible party of event

Phone number

Address of responsible party

City/State/Zip

♥PARISH OFFICE USE ONLY♥

Fees Charged:

Janitorial fee Check # _____ Amount _____ Date _____

Facility Use fee Check# _____ Amount _____ Date _____

Tulip Insurance fee Check# _____ Amount _____ Date _____

Room (s) assigned _____

Signature of Pastor

Date approved

Google calendar Debbie calendar Fr. Arturo Romero-Bautista

copy Facility Use Request sent to responsible party _____ [Date sent]

Date posted _____