



SAINT PIUS X CHURCH

1051 WAGGONER ROAD • REYNOLDSBURG, OHIO 43068-9704
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PARISH FACILITIES REQUEST FORM

In order to schedule space for an activity sponsored by a St. Pius X ministry and organization, this form must be completed and submitted to the Business Office. In addition, if the request involves use of the School's facilities, a copy must also be submitted to the School Office for review. **Requests must be submitted with a minimum of forty-five (45) day lead-time.** Generally, a response will be approved or denied within one week of submission. Only approved parish groups may request the use of a parish facility.

Any activities/events, including athletic games and practices, will not be approved during scheduled weekend Mass schedules (Saturday 5:00 p.m.; Sunday 8:30 a.m. & 10:15 a.m. & 12 Noon) or during any announced Holy Day Mass schedules, the Parish Mission, PSR, or major parish or school activities/events. Fundraising activities may not be approved on designated parish charitable sponsored weekends. For example, the second weekend of the month is for St. Vincent DePaul and on a quarterly basis is for Pennies for Heaven and Joseph's Coat.

All approved parish ministries and organizations must submit by the end of June each year their normal meeting times and meeting locations for the coming fiscal year. Please do not change your normal meeting times and locations without approval of the Parish Business Manager. While it is hard to schedule that one-time event, in many cases, groups know in advance when they will conduct the event as the same event occurs the same every year. All others will be considered on a first come/first scheduled basis. Conflicts in timing of activities and events will be resolved between the ministries and organizations scheduling the activity/event and the Business Office.

Parish Facilities Request Form

Date of Request: _____ Name of Organization: _____

Contact Person: _____ Phone #: _____

E-mail: _____ Date(s) _____ Time: _____

Location (Check): Vestibule Courtyard Bride's Room PAC Room Gym School
 Cafeteria Kitchen Hohman Hall

Description of Event: _____

How does this fulfill the Parish Mission? _____

Approved: _____ Denied: _____