

# Church of St. Joseph

39 North Carll Avenue • Babylon, New York 11702-2701

(631) 669-0068

## Facility Request Form

<b>Office Use Only:</b>
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Date Received: ___/___/___
Date Entered:     /   /

Today's Date (mm/dd/yy): \_\_\_\_\_

Ministry/Organization\*Name: \_\_\_\_\_

Event Date (mm/dd/yy): \_\_\_\_\_ Event Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email address: \_\_\_\_\_

Phone #: Cell \_\_\_\_\_ Home #: \_\_\_\_\_

Which Facility\*\* do you wish to use? \_\_\_\_\_

Second Choice? \_\_\_\_\_ Handicap Accessible Y \_\_\_ N \_\_\_

Dates Required: From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_

Time Required: Start time: \_\_\_/\_\_\_/\_\_\_ AM/PM End Time: \_\_\_/\_\_\_/\_\_\_ AM/PM

Set Up Time: \_\_\_\_\_ minutes Clean Up Time: \_\_\_\_\_ minutes

What frequency do you require? (daily, weekly, monthly, bi-monthly, day of week, etc.): \_\_\_\_\_

Any exceptions to the frequency? (specific dates, months etc.): \_\_\_\_\_

Are maintenance and room set up required: Yes \_\_\_\_\_ No \_\_\_\_\_

Indicate items needed: # of Tables \_\_\_\_\_, # of Chairs \_\_\_\_\_, Podium Y/N, Microphone Y/N, Other \_\_\_\_\_  
**(PLEASE INCLUDE FLOOR PLAN ON WHEN MAKING YOUR REQUEST)**

Number of people expected to attend: \_\_\_\_\_ Are Youth Attending? Yes \_\_\_\_\_ No \_\_\_\_\_

\*For independent organizations, please be aware that a fee may be charged for use of the buildings and separate contracts and insurance certificates will be requested as necessary.

Fee Received: \_\_\_\_\_ Check #: \_\_\_\_\_ Deposit Date: \_\_\_\_\_

\*\*Classrooms cannot be requested during Faith Formation hours. Room availability is after 8 pm Monday and Wednesday and after 7 pm Tuesday.

\*\*\*Please Note all State, Local and Diocesan Covid protocols at the time of your scheduled event must be followed\*\*\*

**Please return form and floor plan to the office as soon as possible. You will be informed if there are any changes or conflicts to the schedule you requested.**

**Within two weeks, you should receive a schedule of the events for your organization.**

**Changes or cancellations to this request must be communicated as soon as possible.**

**Please contact the Facility Use Team via email: [calendar@stjbabylon.org](mailto:calendar@stjbabylon.org)**

Revised 9/22/2021

# Floor Plan Set Up

Ministry & Event with Date and Time: \_\_\_\_\_

Indicate items required: Microphone, Podium, # of Tables/Chairs