

2018-2019 OLS-SA Facility Use Request

Please use the following legend to indicate your room preference:

OLS = Our Lady of Sorrows Church
CH = OLS Church Hall
CMR = OLS Church Meeting Room
CL = OLS Church Library
OCR = Office Conference Room

SAC = St. Anthony Church
SAH = St. Anthony Church Hall
Gym = OLS School Gymnasium
Caf = OLS School Cafeteria
FMR = OLS School Faculty Meeting Room

Scheduling will not be permitted on the following dates:

Jul. 4 (Independence Day)

Aug. 15 (Assumption of Mary)

Sep. 3 (Labor Day)

Oct. 8 (Columbus Day)

Nov. 22 & 23 (Thanksgiving)

Dec. 24 – 26 (Christmas)

Dec. 31 & Jan 1 (New Year's)

Jan. 21 (Dr. M. L. King Day)

Feb. 18 (Presidents' Day)

Mar. 6 (Ash Wednesday)

Apr. 18-20 (Holy Thu. - Holy Sat.)

Apr. 21 & 22 (Easter Sun. & Mon.)

May 27 (Memorial Day)

Organization/Ministry Name: _____ Event Date(s): _____

Event Type: _____ Target Audience/Attendees: _____

Approx. # of attendees: _____ Room Preference 1: _____ Room Preference 2: _____

Set-up Time: _____ Event Time (from/to): _____ Clean-up End Time: _____

Please list any special needs: _____

Contact Person: _____ Daytime Phone: _____ Email: _____

Alternate Contact: _____ Daytime Phone: _____ Email: _____

Notes: Rooms (including restrooms and kitchens) are to be left as they were found (with respect to their cleanliness, furniture arrangement, etc.).

Nothing is to be affixed to walls or ceilings.

Lights are to be turned out when not in use and doors must be kept locked.

The Gym is not available for use prior to noon on Sundays or 5:30 p.m. on school days.

If you decide to cancel your activity, meeting, or event, please notify the parish office (587-4372) as soon as possible.

For Parish Office Use Only

Disposition of request: _____

Post-approval changes: _____

Facility Use License Agreement required Yes No

Facility Use License Agreement signed Yes No

Certificate of Insurance required Yes No

Certificate of Insurance received Yes No