

## 2019-2020 OLS-SA Facility Use Request

**Please use the following legend to indicate your room preference:**

OLS = Our Lady of Sorrows Church	SAC = St. Anthony Church
CH = OLS Church Hall	SAH = St. Anthony Church Hall
CMR = OLS Church Meeting Room	Gym = OLS School Gymnasium
CL = OLS Church Library	Caf = OLS School Cafeteria
OCR = Office Conference Room	FMR = OLS School Faculty Meeting Room

**Scheduling will not be permitted on the following dates:**

<b>Jul. 4 &amp; 5</b> (Independence Day)	<b>Aug. 15</b> (Assumption of Mary)	<b>Sep. 3</b> (Labor Day)
<b>Oct. 14</b> (Columbus Day)	<b>Nov. 27-29</b> (Thanksgiving)	<b>Dec. 24 – 26</b> (Christmas)
<b>Dec. 31 &amp; Jan 1</b> (New Year's)	<b>Jan. 20</b> (Dr. M. L. King Day)	<b>Feb. 17</b> (Presidents' Day)
<b>Feb. 26</b> (Ash Wednesday)	<b>Apr. 9-13</b> (Holy Thu. – Easter Mon.)	<b>May 25</b> (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**

Date Received: \_\_\_\_\_ Date Recorded: \_\_\_\_\_

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