

June 2021 through June 2022 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
 OCR = Office Conference Room

SAC = St. Anthony Church
 SAH = St. Anthony Church Hall
 CL = OLS Church Library

*** Please note that the school's facilities (e.g., gym, cafeteria, faculty meeting room) are not available at this time.**

Scheduling will not be permitted on the following dates:

Jul. 4 & 5 (Independence Day)	Aug. 15 (Assumption of Mary)	Sep. 6 (Labor Day)
Oct. 11 (Columbus Day)	Nov. 1 (All Saints Day)	Nov. 11 (Veterans Day)
Nov. 24-26 (Thanksgiving)	Dec. 8 (Immaculate Conception)	Dec. 24 – 27 (Christmas)
Dec. 31 & Jan 1 (New Year's)	Jan. 17 (Dr. M. L. King Day)	Feb. 21 (Presidents' Day)
Apr. 14-18 (Holy Thu – Easter Mon)	TBD (Ascension)	May 30 (Memorial Day)

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

Event Name/Type: _____ Approx. # of attendees: _____

Room Preference 1: _____ Room Preference 2: _____

Set-up Date/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.

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