



St. Patrick Catholic Church

For Office Use Only:

Date Received / /

Date Entered / /

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Church Reservation Form

To request use of the church, please complete this form, front and back, and return it to the parish office for approval.

Event Name _____

Organization _____

Contact Person _____

Phone _____ E-mail _____

Describe Event: _____

Does Event include children: **Yes** _____ **No** _____ If Yes, Name of Adult supervising: _____

Is a Priest Required: **Yes** _____ **No** _____

If Yes, Has Fr. Godwin been contacted and agreed to participate? **Yes** _____ **No** _____

If Yes: Has date been approved on Father's calendar? **Yes** _____ **No** _____

If No: Are you expecting Fr. Godwin to participate? **Yes** _____ **No** _____

If Yes, and Fr. Godwin is not available: We will reschedule: **Yes** _____ **No** _____

Please find a priest for us: **Yes** _____ ***(see other side)**

Approximately how many people do you expect will attend this event? _____

What date/s do you require? Single Event: _____/_____/_____ (see other side for weekend times)

Recurring Event: From: _____/_____/_____ **To:** _____/_____/_____

What frequency? (Daily, weekdays, 2nd Tuesday, monthly, etc.):

Any exceptions to the frequency? (Certain dates, months, etc.)

What time do you need? Begins: _____(am/pm) **Ends:** _____(am/pm)

Setup/Cleanup Time: Setup Begins: _____ (am/pm) Cleanup Ends: _____ (am/pm)

Doors for building access from the street will be UNLOCKED beginning at ½ hour prior to setup time and will be LOCKED 15 minutes after cleanup.

Please be sure to read and sign the back of this form →

Church Use Guidelines

Parish policy regarding use of the church:

- Once approval has been received for an event, our Liturgy Director will contact you to determine who will take care of the church setup (lights, microphone, etc.). If the event is a Mass, you will confirm important details like obtaining necessary liturgical ministers (Lectors, EMs, Altar Servers, etc.). Depending on the type of event, a meeting might be necessary.
- ***Visiting Priest:** The parish has expenses when a priest comes to celebrate Mass/Confession/Conduct a Mission. The approximate cost depends on the type of event or sacraments celebrated and travel distance. We suggest a collection to help defray the cost and payment is due a week in advance (will confirm the total amount at the time of event approval.)
- The church is a sacred place and decorum proper to this sacredness must be kept at all times. Adequate attire, no food/drink (for children: no running around, loud talking or yelling please).
- To obtain a key to rooms/closets please complete a Key/FOB release form (recurring events only).
- **Weekend Events:** Functions will need to be scheduled around the parish weekend Mass schedule. These are the times the church is available for use on weekends:

Saturdays: Any time until 2:00 PM and after 4:30 PM

Sundays: Any time after 12:30 PM (or after 1:30PM if there is a baptism)

- Functions involving children must be supervised by adults who meet the diocesan requirements and have completed the Protecting God's Children class.

It is our pleasure to share the gifts of God's Church with you. However, it is a gift that brings with it responsibility. It is our hope that these simple guidelines will better aid you in planning the function you desire. Please address any questions to our parish office at (815) 385-0025.

After you have completed this form (front and back) please sign below to indicate you are aware of our parish policy and are willing to comply with these guidelines.

Name

Applicant Signature/Date

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Confirmed on - Date: _____ Confirmed with (staff member): _____

St. Patrick Catholic Church
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