DAY AND DATE OF FUNCTION: _______________________

CHURCH CALENDAR OPEN (for Parish Secretary): ________________
(Tentative until Pastor approves):

BOOKED _______________________

INSURANCE CERTIFICATE REQUIRED: ( ) YES ( ) NO

IT IS UNDERSTOOD THAT:

1. All Parish Center Hall, Family Education Center & Gym events MUST be completed no later than 9:00PM.
2. All Stone Church and Lower Level of Stone Church events MUST be completed no later than 8:00PM.
3. All lights must be turned out, bathrooms checked, windows closed and door locked before leaving premises.
4. Floor must be swept and all litter picked up.
5. All props, equipment, posters, decorations, etc., must be removed.
6. Please DO NOT TAPE decorations to the walls.
7. If the event is cancelled, please notify the parish secretary.
8. All speakers must be approved by Pastor before being invited.
9. An annual donation to defray costs would be appreciated.

Group/Organization: ______________________________________________________

Activity planned: ___________________________________________________________

Event Date: ________  Event Start Time: ________  Event End Time: ________

Set Up Date: ________  Set Up Start Time: ________  Set Up End Time: ________

Name of speaker, if any: ___________________________________________________

Contact person: _______________________________  Phone: _____________________

Facilities requested: _______________________________________________________  

Custodial requirements (number of tables, chairs, etc.): _______________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Use reverse of form for set-up diagram.

(Signature of contact person)  (Date)

Pastor's Approval: _________________________________________________________

(Signature)  (Date)

*This is only an application. It is not approval. You will be notified if you are approved.