

PARISH FACILITIES USE REQUEST FORM

Date: _____ Use of: ☐ CHURCH ☐ HAMMOND HALL ☐ PARISH GROUNDS

Organization Name: _____

Requested by (name): _____

Position in the group: _____

Phone: _____ Email: _____

Date of function: _____ Time In: _____ Time Out: _____

Function date, time in, and time out should include setup before, and breakdown and all clean up after the function.

If different than above, please specify:

Set up date: _____ Set up time: _____

Type of function: _____

Number of people expected: _____

Is a Hammond Hall or church key required? Yes* ☐ No ☐

*If YES, then contact parish office for key sign in/out procedure.

Use of kitchen requested? Yes* ☐ No ☐

If YES, then has the person in charge read and agreed to the Kitchen Management Agreement? Yes ☐ No ☐

Will food be served at this event? Yes* ☐ No ☐

*If YES, then you agree to clean up completely after the event, including throwing all trash in the dumpster outside.

Number of Tables/chairs requested: Tables: _____ Chairs: _____

PLEASE NOTE: while tables and chairs are provided, their specific arrangement is the responsibility of the group.

Will a TV be needed? Yes* ☐ No ☐

*If YES, then a TV on a cart will be provided, if one is available.

PLEASE NOTE: Due to the wide variety of devices, it is strongly advised that someone brings the proper cable to connect to the TV's HDMI inputs. Please do not presume that there is a cable with the parish's TV.

OFFICE USE ONLY

Approved: _____ Disapproved: _____ Date: _____

Requestor notified: ☐ Date: _____

Facilities staff notified: ☐ Date: _____