

REQUEST FOR USE OF PARISH FACILITIES

To All Parish and School Organizations:

To better facilitate the use of the meeting space beginning July 1, 2006, all organizations (both parish and school) must reserve the use of the parish facilities through the parish office. Please submit your calendar dates for July 1, 2006, through June 30th, 2007, to the parish office for the meetings/activities calendar. Attached is a form that must accompany all requests. Space will be assigned on a first come basis. If you wish to request additional dates throughout the year, please contact the parish secretary at 314.645.1445. Please note that space is limited to the following areas - music room, school hall, and rectory meeting room.

ORGANIZATION NAME _____

FACILITY REQUESTED _____

DATE(S) OF MEETING/ACTIVITY _____

ADDITIONAL DATES (IF NEEDED) _____

TIME OF MEETING/ACTIVITY _____

CONTACT PERSON _____

PHONE NUMBER OF CONTACT PERSON _____

ADDITIONAL COMMENTS _____

Please return this form to the parish secretary.

All organizations are responsible for the clean-up of the facility after the usage.