

**APPLICATION FOR USE OF DIVINE CHILD PARISH / SCHOOL FACILITIES** - Revised 6/2015  
**PLEASE COMPLETE FORM AT LEAST 2 WEEKS IN ADVANCE TO ALLOW FOR APPROVALS!**

Name of Organization \_\_\_\_\_

Facilities Needed \_\_\_\_\_  
(If requesting the HS kitchen, a \$50 deposit is required, paid to the HS--see Pantry form)

Day \_\_\_\_\_ Date \_\_\_\_\_ **START** time of event \_\_\_\_\_ **END** time \_\_\_\_\_  
(**NOT** set up time - see below)

**PLEASE SPECIFY WHAT KIND OF EVENT** (meeting, speaker, pancake breakfast, etc.)

**Requirements** (PLEASE BE SPECIFIC):

No. of Tables Round \_\_\_\_\_ Long \_\_\_\_\_ Card tables \_\_\_\_\_

No. of Chairs \_\_\_\_\_

Microphone \_\_\_\_\_

DVD player \_\_\_\_\_ Projector \_\_\_\_\_ Screen \_\_\_\_\_

Other \_\_\_\_\_

If requesting the HS Auditorium, is a stage crew person required for sound, lighting, etc.?  Y  N

**Parish Pantry:** If you need Pantry supplies, please attach the pantry form to this facilities form when it is submitted. Please check if Pantry Supplies **NOT** needed \_\_\_\_\_

Do you need Maintenance to unlock/lock facility?  Yes  No

If Yes, what time to unlock for: Set up (if applicable)? \_\_\_\_\_ Event? \_\_\_\_\_

If "No," who is responsible for unlocking/locking facility and what time will it be unlocked?

Name \_\_\_\_\_ Contact Phone No. \_\_\_\_\_ Time \_\_\_\_\_

I have read the rules and regulations below and will follow them accordingly:

Person Submitting Form \_\_\_\_\_

Cell \_\_\_\_\_ Email \_\_\_\_\_ Today's Date \_\_\_\_\_

**Staff or Faculty Member responsible for this event:** \_\_\_\_\_

**Cell \_\_\_\_\_ Email \_\_\_\_\_**

**RULES AND REGULATIONS FOR USE OF DIVINE CHILD FACILITIES**

Application for use of school building facilities must first be submitted to the Principal (or the Pastor, if it involves the Church or Gathering Room). In the event permission is given for use of school/church facilities as requested, permission will be granted subject to all conditions, rules and regulations as set forth below:

1. Applications for use of buildings must be submitted for approval previous to use.
2. Students must be adequately supervised by school/parish staff/parents who have completed "Protecting God's Children."
3. All furniture, equipment, and the facility used must be left as it was found.
4. Use of matches or other flammables is NOT permitted.
5. **SMOKING IN ALL CLASSROOMS, AUDITORIUM, GYMS OR ANY ROOM IN ANY BUILDING IS STRICTLY PROHIBITED.**