

**APPLICATION FOR USE OF DIVINE CHILD PARISH / SCHOOL FACILITIES**

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)

**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 \_\_\_\_\_ **If requesting the HS Auditorium, is a stage crew person required for sound, lighting, etc.?**

Microphone \_\_\_\_\_  
Yes No

DVD player / projector \_\_\_\_\_

Other \_\_\_\_\_

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

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

If Yes, what time do you need facility unlocked? \_\_\_\_\_

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 Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_ Today's Date \_\_\_\_\_

**Staff or Faculty Member Responsible for this event:** \_\_\_\_\_  
(This item must be completed before submitting form)

**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 made previous to use for approval.
2. Students must be adequately supervised by school/parish staff/parents.
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.**