

APPLICATION FOR USE OF DIVINE CHILD PARISH / SCHOOL FACILITIES - Revised 6/2021
PLEASE COMPLETE FORM AT LEAST 2 WEEKS IN ADVANCE TO ALLOW FOR APPROVALS!

Name of Organization _____

Facilities Needed _____

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

NAME OF EVENT (meeting, speaker, prayer service, 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 form when submitting.

Do you need Maintenance to unlock/lock facility? Yes No **SET UP TIME?** _____

If NO, who is responsible for unlocking/locking facility? _____ Phone # _____

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 Space). 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. All sale, consumption and possession of alcoholic beverages MUST HAVE PRIOR APPROVAL.
6. Any food provided must be prepared by certified personnel or business.
7. **SMOKING IN ANY DIVINE CHILD BUILDING OR ANYWHERE ON DIVINE CHILD PROPERTY IS STRICTLY PROHIBITED.**

FOR OFFICE USE ONLY

APPROVALS NEEDED Please sign & date.

<input type="checkbox"/> Operations _____	<input type="checkbox"/> ES Principal _____
<input type="checkbox"/> HS Principal _____	<input type="checkbox"/> CYO Athletics _____
<input type="checkbox"/> HS Athletics _____	<input type="checkbox"/> Parish Admin _____
<input type="checkbox"/> Perf. Arts Dept. _____	<input type="checkbox"/> Pastor _____