

Our Lady of Victory Parish and School: Facilities Use Request
Return completed copies to Parish Office no less than 14 days prior to date requested

Organization Name: _____ Date: _____

Contact person: _____ Phone #: _____

E-mail: _____

Address: _____

Reason for request: _____ Approx. # of people: _____

Day and Date(s) needed: _____

Time needed: ____ AM ____ PM From _____ to _____

**All events require a staff person to open and close the building.
 Activities must be completed (including cleanup) by 9:00 p.m.**

Room requested:

School Areas

Parish Areas

- | | | | |
|-----------------|--------------------|-------------------------|------------------|
| _____ Gym | _____ Art Room | _____ Fr. Ernie Center | _____ Kitchen |
| _____ Cafeteria | _____ Victory Hall | _____ Martha & Mary | _____ John XXIII |
| _____ Library | _____ Other | _____ Catherine McAuley | _____ Other |

Equipment needed (use diagram for Victory Hall and/or Fr. Ernie if needed):

- _____ Chairs _____ Tables _____ Dishes _____ Flatware
- _____ Stage _____ Audio Visual, if yes, what specifically: _____

Will an OLV Staff member be present to open/close the facility? ____ yes ____ no

If yes, who: _____

If no, who will be the responsible person to insure the room is left as it was found: _____

 Signature of contact person Phone Number Date

+++++

Office Use:

Date (s) Approved: ____ yes ____ no **Area Requested Approved:** ____ yes ____ no

Scheduled in Dynacal: _____

Approved by: _____ **Date:** _____