

**HOLY INFANT PARISH**

**FACILITY REQUEST FORM—RECURRING EVENT  
JULY 1, 2024 - JUNE 30, 2025**

Dates of Event: \_\_\_\_\_ of each \_\_\_\_\_  
(Example: 1st Monday of each month; 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month, etc.)

Exception Date(s): \_\_\_\_\_

Facility(ies) Requested: \_\_\_\_\_

Specific Activity: \_\_\_\_\_

Ministry/Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: H: \_\_\_\_\_ C: \_\_\_\_\_

Email Address: \_\_\_\_\_

Activity will begin at \_\_\_\_\_ and end at \_\_\_\_\_

Setup Time: \_\_\_\_\_ AM / PM

Number of adults in attendance: \_\_\_\_\_ Number of children in attendance: \_\_\_\_\_

Adult responsible for picking up and dropping off keys \_\_\_\_\_

Phone Number: H \_\_\_\_\_ W: \_\_\_\_\_ C: \_\_\_\_\_

\*\*\*Room keys must be picked up Mon.– Fri. between 8:00am -12:00pm or 1:00pm - 4:00pm. At the conclusion of your event return the key(s) and signed checklist to the parish “drop box” located at the entrance of the parish office. Duplication of keys is strictly forbidden. When a scheduling conflict arises, the Holy Infant Administration will use the following priority: A: Sacramental, Pastoral, and Parish Events; B: Parish Elementary School & PSR Events, C: Athletic Events, D: Other events as allowed with Pastor’s approval. This priority system also applies to previously scheduled events. If for any reason your event needs to be moved to a different facility, other available facility options will be suggested, and you will receive as much notice from the rectory staff as possible.

Drinks Yes \_\_\_\_\_ No \_\_\_\_\_ Type \_\_\_\_\_

Food Yes \_\_\_\_\_ No \_\_\_\_\_ Type \_\_\_\_\_

Tables Yes \_\_\_\_\_ No \_\_\_\_\_ How many \_\_\_\_\_

Chairs Yes \_\_\_\_\_ No \_\_\_\_\_

Cooking Facilities Yes \_\_\_\_\_ No \_\_\_\_\_ Which one \_\_\_\_\_

Pad for gym floor Yes \_\_\_\_\_ No \_\_\_\_\_

Applicant’s Signature \_\_\_\_\_ Date: \_\_\_\_\_