

St. Aloysius Facility Event Request Form

* required

Please be sure to fill this form out in its entirety. Requests for facility room usage must be submitted a minimum of 2-3 weeks in advance. Upon receipt of this form by the office staff, availability of space will be accessed, noted on this form, and submitted for review by Fr. Larry. Please allow a minimum of 24-48 hours for decision. Thank you.

Today's Date: _____ External Organization: Y / N

Name of Organization: _____

Commission Name: _____ Commission Chair: _____

Email: _____

Phone #: _____

Commission Staff Liaison: _____

Email: _____

Phone #: _____

* Event name: _____

* Event Description:

* Event Coordinator: _____

* Email: _____

* Phone #: _____

Event Details Needed for Request Approval

Location Needed: _____ Date of Event: _____ Time: _____

of volunteers assisting: _____ Anticipated Cost (if any): _____ Budgeted (if applicable): Y / N

Do you need the kitchen: Y / N

Food requirements for Kitchen use (located next to Holy Family Hall):

For Internal Use

Today's Date: _____ Staff member Signature: _____

Room available: Y / N

Note: _____

Fr. Larry LoMonaco, Pastor

Today's Date