

St. Aloysius Catholic Church
Request for Off -Campus Use of Church Supplies, Property, or Equipment

Individuals/Groups are required to obtain permission when taking church property, or equipment for use off campus from Fr. Larry no less than 2 weeks prior to the date needed.

Please complete the information below and submit to your St. Aloysius Catholic Church staff liaison and/or your supervisor to obtain permission before taking anything out of the church for off-campus use.

Date of Request _____

Ministry/Program Making the Request _____

Person Making the Request _____

Dates that items are needed _____

Purpose/Event for which items are needed _____

Items Being Requested for Use Off-Campus:

Signature of Person checking items out of the church:

Please Print Name Below:

Date Items will be checked out _____

Signature of Person returning items to the church:

Please Print Name Below:

Date Items returned _____

I have approved this request. All items must be returned in good condition. The Individual/Group named above is responsible for the replacement/repair of any lost or damaged items.

Rev. Lawrence M. LoMonaco, Pastor

Date