

# St. John Nepomucene Catholic Church Facilities Use Request – Parish Group

<b>Today's Date:</b>			
<b>Group:</b>			
<b>Event:</b>			
<b>Contact Name:</b>			
<b>Phone:</b>			
<b>E-mail:</b>			
<b>Date(s) requested:</b>			
<b>Actual meeting time requested:</b>			
<b>Dates and times requested for preparation/teardown:</b>			
<b>Location requested:</b>			
<b>Frequency:</b>	Once    Weekly    Monthly    Other _____		
<b>Group size:</b>			
<b>Number of tables needed:</b>	Round _____	Rectangular _____	<b>Number of chairs:</b> _____
<b>Other equipment:</b>	Lectern _____ TV _____ VCR _____ DVD _____ Computer hookup _____ Projector _____ Audio _____ Marker board _____		
<b>Will children be present?</b>	Yes _____ No _____	<b>How many?</b>	_____
<b>If children are present, do you have enough people who are Safe Environment cleared?</b>	Yes _____ No _____		
<b>What are the names of your Safe Environment cleared people?</b>			
<b>Description of Use:</b>			

Calendar clearance: \_\_\_\_\_ calendar comment: \_\_\_\_\_

Safe Environment Approval (if needed): \_\_\_\_\_ Date: \_\_\_\_\_

Pastor's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_FB    \_\_\_FN    \_\_\_WS    \_\_\_\_\_