



Our Lady of Mt. Carmel
FACILITIES REQUEST

Requesting Organization: \_\_\_\_\_ Contact: \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Title of Function: \_\_\_\_\_ Number of People Attending: \_\_\_\_\_

Space/Facility Requested: \_\_\_\_\_
1st Choice
\_\_\_\_\_
2nd Choice
\_\_\_\_\_

Date Requested (List multiple dates on back): \_\_\_\_\_

School Principal's Signature (required for school facilities): \_\_\_\_\_

Time of Activity: Start \_\_\_\_\_ End: \_\_\_\_\_

Set Up Time: Start \_\_\_\_\_ Clean Up Time: End \_\_\_\_\_

Send Confirmation (fax #, Email, or Mail): \_\_\_\_\_

IS THIS REQUEST A CHANGE? \_\_\_\_\_ OR DELETION? \_\_\_\_\_

If so, please indicate previous information below

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Facility: \_\_\_\_\_

FOR PARISH OFFICE USE

Available \_\_\_\_\_ Not Available \_\_\_\_\_ Date Checked \_\_\_\_\_ By \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ Date: \_\_\_\_\_

DISAPPROVED BY: \_\_\_\_\_ Date: \_\_\_\_\_

Reason: \_\_\_\_\_

Date entered \_\_\_\_\_ by \_\_\_\_\_ Confirmation Info sent \_\_\_\_\_ Date \_\_\_\_\_ by \_\_\_\_\_

*Our Lady of Mt. Carmel*  
**FACILITIES REQUEST (continued)**



***MULTIPLE DATES***

**PLEASE LIST THE FOLLOWING:**

Date	Facility requested	Start Time	End Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

# ***PROCEDURES***

1. Please submit this form one month prior to the desired date of function.
2. Confirmation or denial with reasons will be mailed to the contact person.
3. It is the requesting organization's responsibility to leave facility in good clean condition. Contact person is responsible for this requirement to be complied with.
4. For special arrangements or special set-ups----**SET UP REQUEST FORM** must be submitted to the office for maintenance department's review after your request is approved for use. Please note that the maintenance department requires a TWO week notice to ensure compliance with request.
5. School facility requests must have the principal's signature before being submitted to the parish office.
6. Should keys need to be picked up please note the following parish office schedule Monday before 5:00 pm, Tuesday through Thursday before 7:00 pm and Friday before 4:00 pm. For Saturday or Sunday usage please contact the parish front office.