

The Church of St. Patrick
137 Moseman Road ♦ Yorktown Heights, NY ♦ 10598-4806

FACILITIES USE/SET-UP

DATE OF FUNCTION: _____

CHURCH CALENDAR OPEN (See Parish Secretary): _____

(Tentative until Pastor approves):

BOOKED _____

INSURANCE CERTIFICATE REQUIRED: () YES () NO

IT IS UNDERSTOOD THAT:

1. All Parish Center Hall, Family Education Center & Gym events **MUST** be completed no later than 9:00PM.
2. All Stone Church and Lower Level of Stone Church events **MUST** be completed no later than 8:00PM.
3. All lights must be turned out, bathrooms checked, windows closed and door locked before leaving premises.
4. Floor must be swept and all litter picked up.
5. All props, equipment, posters, decorations, etc., must be removed.
6. Please **DO NOT TAPE** decorations to the walls.
7. If the event is cancelled, please notify the parish secretary.
8. All speakers must be approved by Pastor before being invited.
9. An annual donation to cover costs would be appreciated.

Group/Organization: _____

Activity planned: _____

Date of activity: _____ Times: _____

Name of speaker, if any: _____

Contact person: _____ Phone: _____

Facilities requested: _____

Custodial requirements (number of tables, chairs, etc.): _____

Use reverse of form for set-up diagram.

(Signature of contact person) (Date)

Pastor's Approval: _____
(Signature) (Date)

*This is only an application. It is not approval. You will be notified if you are approved.