

USE OF PARISH FACILITY
(Minimum of Two Weeks Advance Notice Required)

Today's Date: _____ Requested by: _____

Name of Event: _____

Name of Sponsoring Organization: _____

Date of Event: _____ Approximate # Attendees at Meeting/Event _____

Name of Contact Person: _____

Phone/Email of Contact Person: Phone: _____ E-mail: _____

Location: Activities Center Hall _____ Classroom(St Joseph Room) _____ Upper Room _____

Meeting Room (St Anne) _____ Main Church _____

Will you require use of the kitchen? Yes _____ No _____ (There is an additional fee for use of the kitchen)

Time(Duration) of Event: From _____ To _____

Set-up by _____

Clean-up by _____

Time in for Set-up _____ Time out after Clean-up _____

Please rough sketch any special room design set-up on back of this sheet

of Chairs Needed: _____ # of Tables Needed: _____ Size/Type Tables Needed: _____

Are refreshments being served? _____ If so, what type: _____

WILL ALCOHOL BE SERVED: Yes: _____ No: _____ (An additional form is required)

Special Items Needed: _____

Do you have an existing access code Yes _____ If not, please write a 6 digit code here _____

Reviewed/Approved by Pastor: _____ Date: _____

PLEASE NOTE: See Use of Parish Facilities Policy:

The Rectory Office is responsible for scheduling the event on the calendar, as well as distributing the Facility Use Form to the Maintenance Department. To schedule your date, you can contact the rectory during business hours Monday through Friday, 8:00a.m. to 2:00p.m @ 814-536-0117 or johnstowncathedral@dioceseaj.org If there is damage to any part of the facility during the event described above, you or the organization you represent will be held liable for the cost of repair (parts and labor). All external groups must have a lease agreement on file.

Name (Please print)

Signature

Date