



# Facility Use Request Form (FURF) rev.031726

Today's Date \_\_\_\_\_

**IMPORTANT NOTE:** The application of tape and adhesive products is not permitted on parish facility floors and walls. Nails, tacks or other materials that may leave a permanent mark are prohibited. Please do not drag tables, chairs, furniture, etc. across floors as this may result in damage requiring maintenance services. Damage to facilities (or cleanup required by maintenance team not previously agreed upon) may compromise future use of parish facilities. Questions or concerns may be addressed to Rick McGahee, facilities manager. 321-254-1595 x3040 or rmcgahee@ascensioncatholic.net.

## EVENT INFORMATION

Single Event Date \_\_\_\_\_

**For multi-day or recurring events, please complete the relevant fields below.**

*Note: Annual calendaring runs from July 1 through June 30. Additional info and dates can be written on bottom or back of this form.*

Multi-Day or Recurring Event Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Weekly (day of the week) \_\_\_\_\_

Monthly (Please specify 1st Monday, 2nd & 4th Thursday, etc.) \_\_\_\_\_

If weekly or monthly, specify any dates you will not be meeting \_\_\_\_\_

## ROOM(S) REQUESTED

(1st & 2nd room choice or any) \_\_\_\_\_

Type of Function: \_\_\_\_\_ # of people: \_\_\_\_\_

Public Event  (event time/description viewable on website and open to others) Private Event  (not viewable on website)

Set Up Time Begins \_\_\_\_\_ Ends \_\_\_\_\_ Event Time Begins \_\_\_\_\_ Ends \_\_\_\_\_

Clean Up Time Begins \_\_\_\_\_ Ends \_\_\_\_\_ Times AC or Heat Needed \_\_\_\_\_

## ROOM SET UP

(Please specify quantity needed beside each item checked)

Tables:  Round# \_\_\_\_\_  Rectangle# \_\_\_\_\_  Chairs# \_\_\_\_\_

Other \_\_\_\_\_

Assistance required?  Yes  No *When a specific room configuration is required from parish staff, please provide detailed schematic/room layout at least 2 weeks prior to your event. IMPORTANT NOTE: Room must be clean and restored to the condition and layout it was found with trash removed and placed in dumpsters behind the Buescher Center near the railroad tracks.*

Notes: \_\_\_\_\_

## AUDIO VISUAL EQUIPMENT

Microphone # \_\_\_\_\_  Projector & Screen OR  TV Screens  Laptop Connection  DVD player

*If you have A/V questions or need assistance with equipment, please contact John Baillie at least 1 week in prior to your event.*

*321.254.1595 X3044 or jbaillie@ascensioncatholicsch.org.*

## CONTACT INFORMATION

Name of person submitting request: \_\_\_\_\_

Registered Parishioner?  Yes  No

Phone# \_\_\_\_\_ E-mail \_\_\_\_\_

Additional Contact Person (if any) \_\_\_\_\_

Phone# \_\_\_\_\_ E-mail \_\_\_\_\_

OFFICE USE ONLY Date Entered: _____ Date FURF Rec'd: _____ Date Copy to Rick: _____	OFFICE NOTES _____ _____ _____
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