

# ST. IGNATIUS CHURCH & SCHOOL

585 S. Third Street • Rogers City, Michigan 49779 • 989.734.2753 • FAX 989.734.7671

## FACILITIES REQUEST FORM

To facilitate effective scheduling of St. Ignatius's facilities, all groups are requested to complete a FACILITIES REQUEST FORM for each event to be held. This form shall be presented to the St. Ignatius parish secretary and the school principal. The signature of the Pastor or Business Manager shall constitute official confirmation of approval.

Date(s) Requested: \_\_\_\_\_ Reserved Time: \_\_\_\_\_ to: \_\_\_\_\_

Actual Event Time: \_\_\_\_\_ to: \_\_\_\_\_

Event: \_\_\_\_\_ Sponsoring Group: \_\_\_\_\_

Number of Participants: \_\_\_\_\_ Contact Person & Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### SCHOOL USE:

Music room       Club room       Kitchen       Gym       Youth room

Special Equipment Needed: \_\_\_\_\_

Arrangements for Meals/Refreshments: \_\_\_\_\_

Special Arrangements/Set-up Instructions: \_\_\_\_\_  Diagram of set-up on reverse side

### COMPLETED BY ST. IGNATIUS PARISH STAFF

*(If Applicable)*

Received By: \_\_\_\_\_ Date \_\_\_\_\_

Fee Assessed: \$ \_\_\_\_\_

Pastor or Business  
Manager's Approval \_\_\_\_\_ Date \_\_\_\_\_

WRITTEN CONFIRMATION/DENIAL  
OF REQUEST WILL BE SENT TO  
REQUESTING DEPARTMENT/GROUP  
IN A TIMELY MANNER.