

FACILITIES USE (NOT SOCIAL HALL)

Information Form

*(Please return form to parish office 2 weeks prior to event.
All Groups **MUST** resubmit a new form every year.*

Any questions/concerns about the Parish Calendar please contact
John Karski at 586-254-4433 x302 or email: johnk@stol.church

Name of Event/Group: _____

 Today's Date: ___/___/___

ONE TIME USE: Date: ___/___/___

ON-GOING USE:
 Start Date: ___/___/___ End Date: ___/___/___

Desired Location: DIVINE MERCY RM SANCTUARY/CHURCH CONFERENCE ROOM
 RESOURCE RM GATHERING SPACE OVER FLOW 10 RM MUSIC MINISTRY RM
 KITCHEN PARISH GROUNDS OVER FLOW 9 RM **PROVIDE FLOOR PLAN ON REVERSE SIDE**

ONE TIME USE:

Start Time: _____ END Time: _____ Day: M TUE WED THURS FRI SAT SUN
 Setup Time: _____ Setup Date: _____ *(is one hour prior to event, unless other arrangements have been made)*

ON-GOING USE:

Start Time: _____ End Time: _____ Day: M TUE WED THURS FRI SAT SUN
 Setup Time: _____ Setup Date: _____ *(is one hour prior to event, unless other arrangements have been made)*

Meets: WEEKLY MONTHLY OTHER: _____
 WEEK OF THE MONTH: 1ST 2ND 3RD 4TH

Please indicate which Date(s) the hall **will not** be in use: _____

Contact Person: _____
 Phone Number: _____

Office Hours:
 SUNDAY: 9 am-1 pm
 M-THURS 9 am-4 pm
 FRIDAY: Closed
 SATURDAY: 3 pm-6 pm

Maintenance Hours:
 M-Thurs: 9 am-7 pm
 Friday: 9 am-3 pm
 Weekends: Varies

Number of Persons: _____ Indicate number of Chairs per table: 8 10 Other: _____ Indicate number of Tables: 4' _____ 6' _____ 8' _____ Round _____ Card _____

Tablecloths needed? YES NO Special Events Hospitality Group: YES NO

Additional Items: _____

Please check off which of the following parish-owned items you will need:
 PODIUM MICROPHONE TV/VCR/DVD LCD PROJECTOR SCREEN LAPTOP

Brief Description/Added Notes:

OFFICE USE: Original to: John Karski Maintenance Other: _____ Calendar
 Revised: 3/8/2023