

Revised 4/1/04

**ST. MARK CHURCH  
FACILITY, GROUNDS & PA EQUIPMENT REQUEST FORM**

*Please Print Neatly*

**Circle One:**      **REQUEST**                      **CHANGE**                      **CANCELLATION**  
(If this is a change or cancellation) DATE PREVIOUSLY REQUESTED: \_\_\_\_\_

**DATE REQUESTED:** \_\_\_\_\_  
(Day of Week) & (Date: M/D/Y) (If ongoing, Start Date M/D/Y to End Date M/D/Y)

**TIME REQUESTED:** From \_\_\_\_\_ AM PM To \_\_\_\_\_ AM PM  
(Please include time to allow for set-up and clean-up.)

**Please** ✓ **check below all rooms needed for your event.**  
**Please note: the Hall is not available on Tuesday evenings.**

<b>PARISH CENTER</b>	<b>SCHOOL</b>	<b>OTHER</b>
_____ Youth Ministry Room	_____ Hall	_____ Church
_____ Coakley Room(s)	_____ Kitchen	_____ Chapel
_____ Small Coakley Room (seats 40)	_____ Classroom(s)*	_____ Gym
_____ Large Coakley Room (seats 60)	_____ Music Room	_____ Grounds
_____ Entire Coakley Room (seats 100)	_____ Art Room	
_____ Pantry	_____ Library	
_____ Library	_____ <b>PA EQUIPMENT</b>	
_____ Conference Room	*If using classroom(s), please indicate which one(s) _____	
_____ Class Room	_____	

**Room Arrangement Needed:** \_\_\_\_\_

**Audiovisual Equipment Needed:** \_\_\_\_\_ Microphone and podium \_\_\_\_\_ TV/VCR \_\_\_\_\_ Overhead Projector

**NAME OF PARISH ORGANIZATION:** \_\_\_\_\_

**TYPE OF ACTIVITY/EVENT:** \_\_\_\_\_

**NUMBER OF PEOPLE EXPECTED:** \_\_\_\_\_ (This line must be completed!)

**CLEAN-UP TO BE PROVIDED BY:** \_\_\_\_\_  
(Each group is responsible for its own set-up and clean-up. If the room(s) used by your group is not cleaned and all trash removed following your event, your group may not be able to use a room in the future.)

**APPLICANT/CONTACT PERSON:** \_\_\_\_\_

**PHONE NUMBERS:** Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**APPLICANT'S SIGNATURE:** \_\_\_\_\_

**DATE REQUEST SUBMITTED TO PARISH OFFICE:** \_\_\_\_\_

PLEASE NOTE: Confirmation of reservation will be provided as soon as possible. All requests will be carefully reviewed to prevent conflicts. **If you decide to cancel your event, please notify the Parish Secretary at (410) 744-6560, ext. 221 as soon as possible** between the hours of 8am and 4pm Monday through Friday. Failure to notify us of a cancellation may affect your ability to utilize these facilities in the future.

\_\_\_\_\_ **FOR OFFICE USE ONLY** \_\_\_\_\_

USE OF YOUTH ROOM OR SCHOOL ROOMS APPROVED BY: \_\_\_\_\_ Date \_\_\_\_\_

RESERVATION ISSUED:    Yes \_\_\_\_\_    No \_\_\_\_\_

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