

Use of Facilities Request Form



Santa Maria del Mar
— EVERYONE IS WELCOME • YOU ARE GOD'S BELOVED! —

Office Use Only:

Date Received: ____ / ____ / ____

Priority: ____

Date Entered: ____ / ____ / ____

Please fill out this form to request the use of SMDM facilities.

Event Date(s): ____ / ____ / ____ through ____ / ____ / ____

Event Name: _____

Purpose of the Event: _____

Ministry/Organization: _____

Contact Person: _____ Email: _____

Phone: (____) _____ - _____

What facilities will be required? Check all that apply:

- ☐ Church
- ☐ Father O'Flaherty Hall
- ☐ The Learning Center
 - ☐ Matthew ☐ Peter & Paul ☐ Blessed Mother
 - ☐ Luke & Mark ☐ James & John ☐ Bartholomew

In an effort to make these facilities available to all of our ministries we ask that you return the tables/chairs to their default layout after your event is over. (Diagrams are on the back of each door in the learning center.)

What time is your event: Start: _____ (AM) (PM) Finish: _____ (AM) (PM)

How much time do you need to set-up/clean-up the facility: _____ / _____ (minutes)

Number of attendees anticipated: _____

What A/V Equipment is needed? (If available): _____

If the event occurs with any frequency (weekly, quarterly, etc.) please list specific calendar dates:

(i.e. 9/16/23, 10/21/23/, 12/16/23, 1/20/24/. 2/17/24/ 3/17/24): **No meetings on Mondays**

Other Comments: _____

Please return this form to the parish office as soon as possible. You will be informed if there are any changes to the schedule you requested. Please note, we cannot guarantee availability, and rooms are scheduled on a priority basis. If there are any changes to this request, please contact the office as soon as possible.