St. Laurence Catholic Church - Facilities Use Request Form (FUR)

Instructions: Complete form and Email to: cdelamora@stlaurence.org, fax to (281) 980-0686 or deliver to Parish Office. You will receive confirmation via e-mail that your request has been accepted, denied, or modified.
Please do not publicize your event until you have received confirmation.

Today's Date:	☐ **New Request** ☐ **Change Request** ☐ **Delete Event**	**IF CHANGE REQUEST:** **Original Date** _____ **Original Time** _____ **Original Location** ____
Ministry/Organization Name:		**Circle Event Day(s):** **Sun.☐Mon.☐Tues.☐Wed.☐Thurs.☐Fri.☐Sat.☐**
Event Name:		**Event Date(s)** MM/DD/YYYY**:**
Ministry/Org. Contact Name:		
Ministry/Org. Contact Email Address:		**Event Time** **From:** **To:**
Home Phone: / **Cell Phone:** / **Staff Phone Ext:**		**Additional minutes needed:** **Setup:** **(mins.) Cleanup:** **(mins.)**
How many people expected to attend?	**Babysitting Requested:** **Yes ◯ No ◯ (Must be approved)**	**Is alcohol being served at this event:** Yes ◯ No ◯

Preferred Room(s): Enter number *below by order of preference* of each room to be considered

COURTYARD COMPLEX	AVE MARIA PARISH LIFE CENTER	CHAPEL
___Church ___Church Plaza ___Parish Hall (Occ. 250) ___Parish Hall Kitchen ___Other: _____ _____ _____ _____ _____	___Guardian Angels Hall (Occ. 200) ___Kitchen ___Marian Hall **A** (Occ. 200) ___Marian Hall B (Occ. 150) ___Marian Hall **A&B** (Occ. 500) ___Oratory of the Rosary (Occ. 46) ___St. Anne Meeting Room (Occ. 15) ___St. Clare Meeting Room (Occ. 40) ___St. Francis Meeting Room (Occ. 45) ___St. Joseph Meeting Room (Occ. 30) ___Youth Hall (Occ. 170) ___Classrooms 200/202 Combo (Occ. 48) ___Classrooms 206/208 Combo (Occ. 48) ___Classrooms (200 thru 214) (Occ. 24) List:_____ _____	___Divine Mercy Chapel **SCHOOL** ___Conference Rm 1 (1st floor) ___Conference Rm 2 (2nd floor) ___School Dining Hall ___School Gym ___School Library ___School Classrooms (list) _____ _____ _____ _____ _____ ___Other:

SETUP – All ministries and groups are ***strongly encouraged*** to organize their own setup. Groups of 20 or less are **required** to perform their own setup. **If you need maintenance staff assistance with your event a setup must be detailed in the box below at the time this form is submitted. If no setup is detailed, it is assumed no setup will be necessary and none will be provided.**

Check one: ◯ We will perform our own setup. ◯ We need help with our setup described below.

Setup diagram or description:

OTHER NEEDS: Check all that apply

☐ Tables - #_____ Rectangular # _____ Round ☐ Chairs - #_____ ☐ Oven/stove to heat food ☐ Refrigerator/Freezer space ☐ ☐ Coffee set up (Not available for groups of less than 20) Regular coffee # of cups____ Decaf coffee # of cups_____ ☐ Disposable supplies-**contact office for more information**	☐ Dry Erase Board **Tech Help Needed? ◯ Yes / ◯ No** ☐ Microphone ☐ Projector/TV for ☐ DVD player (ours) ☐ laptop (yours, HDMI ***required)***

All rooms are assigned in accordance with the use policies set forth by St. Laurence Catholic Church.