

FACILITY REQUEST FORM

To schedule meetings/events at St. Thomas More Parish
800 Ohio Pike, Cincinnati, Ohio 45245

Requestor Name: _____ Date Submitted: _____

Requestor Phone: _____ Email: _____

Organization: _____
[i.e. School, PTO, PSR, etc.]

Name of Meeting/Event: _____

Date(s) of Meeting/Event: _____
[If a recurring event, list start and stop date]

Recurrence Pattern: _____
[i.e. 4th Tuesday of each month]

Date Exceptions: _____
[If a recurring event, list dates to be deleted due to no school, holidays or rescheduled to a different date]

Meeting Actual Start & Stop Time: _____
[Time meeting will start and stop, not including set-up and clean-up time]

Number of Children Attending: _____

SafeParish Approved Adults: 1. _____ 2. _____
[If 1-20 children attend, a minimum of 2 approved adults must attend. List additional approved adults for Ratio of 1:10 (ex: 50 children=5 adults)]

3. _____ 4. _____ 5. _____

Keycard Access: _____ or Doors unlocked? Yes ___ No ___
[Name of person who needs keycard access] [If yes, please indicate times for doors below under remarks]

Facility(s) requested: *Code—use facility codes listed below for each facility you wish to schedule
**From/To—total time facility will be in use—including set-up and clean-up

*Code	**From	**To	Remarks/Door Times
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*FACILITY CODES:

CH—Church
CLR—Classroom (specify room-8M, Art, Music, etc.)
FFR—Faith Formation Room (DRE Office)
FHH—Fr. Heider Hall (Common Area)
FHH/RR—Fr. Heider Hall Restrooms
FWL—Fr. Wack Library
GYM
KIT—Kitchen
LCR—Library Conference Room

LIB—Library (school)
MMA—More Martyr Hall A (left side)
MMB—More Martyr Hall B (right side)
OTHER—Offsite
PDR—Parish Dining Room
PDRC—Closet (cleaning supplies)
PS—Picnic Shelter
VID—Video Equipment

Return this completed form to Donna Buchheit in the parish office —
Fax to (513)753-2542 or Email to dbuchheit@sttm.org