

Appendix B

Church of St. Gregory the Great Facilities Use Request Form

This form is to be used by non-parish organizations and individuals to request the use of Parish facilities for their private use. The request form must be submitted at least two weeks prior to the date of the event and approved by the Parish Business Manager. Please note:

- All users of the facilities must comply with the requirements and policies specified in the St. Gregory the Great Facility Usage Policy
- The fee schedule for the use of facilities can be found on our website:
www.stgregorythegreat.org/facilitiesrental.
- All permits for selling alcohol must be submitted two weeks prior to the event as specified in the policy document

Please submit the completed form to the Parish Business Manager via email at businessmanager@stgregorythegreat.org or drop off at the Rectory Office.

Please Provide the Information Requested	
Group Name (if applicable):	
Contact Name:	
Address:	
Preferred Phone:	
Email:	
Event Description:	
Event Frequency:	
Start Date:	
Start Time:	
End Time:	
Room Requested:	
Will Alcohol Be Sold?:	
	<i>Yes/No; If "Yes" alcohol permit must be submitted two weeks before event.</i>
Special Instructions:	
For Internal Use Only	
Date Received:	
COI Date Received:	
Lic Agreement Date Received:	
Alcohol Permit Date Received:	
Approval Signature & Date:	