

# St. Philip the Apostle Parish - Facilities Usage Request Form

**Instructions:** Complete form and e-mail to [office@stphilipparish.org](mailto:office@stphilipparish.org), fax to (847) 446-8338 or deliver to the parish office. You will receive confirmation via e-mail that your request has been approved, denied or modified. Please do not publicize your event until you have received confirmation.

<b>Today's Date:</b>	<input type="checkbox"/> <b>New Request:</b> <input type="checkbox"/> <b>Change Request:</b>	<b>Organization Name:</b>	
<b>Event Name:</b>		<b>Circle or highlight Event Day(s)</b> Sun. Mon. Tues. Wed. Thurs. Fri. Sat.	
<b>Contact Person(s):</b>		<b>Event Date(s) MM/DD/YYYY:</b>	
<b>E-mail Address:</b>		<b>Frequency of Event: (Please circle or highlight)</b> Once                  Daily                  Weekly                  Monthly	
<b>Home Phone:</b>	<b>Cell Phone:</b>	<b>Event Time</b> Begin:    End:	
<b>Approximate number of people in attendance:</b>		<b>Time Needed (include set-up and clean-up time)</b> Begin:    End:	
<b>Preferred Room(s): Check or highlight which room(s) you wish to use.</b>			
<b>Church</b>	<b>Rectory</b>	<b>Convent</b>	<b>School</b>
<input type="checkbox"/> Church	<input type="checkbox"/> Father Henry Room	<input type="checkbox"/> Chapel	<input type="checkbox"/> Gym
<input type="checkbox"/> New Social Room	<input type="checkbox"/> Front Meeting Office	<input type="checkbox"/> Living Room	<input type="checkbox"/> Library
		<input type="checkbox"/> Dining Room	<input type="checkbox"/> Gym Kitchen
		<input type="checkbox"/> 2nd Floor Bedrooms*	<input type="checkbox"/> Classroom
		* Retreats Only	(Please Specify Classroom)
<b>Set-up and Clean-up: It is strongly encouraged that organizations provide for their own set-up and clean-up. If you need the assistance of the maintenance staff, please specify your needs below.</b>			
<b>Check all that apply:</b>			
<input type="checkbox"/> We will perform our own set-up			
<input type="checkbox"/> We will need help with our set-up as described below			
<input type="checkbox"/> We will need a key or access to the building during non-office hours.			
<b>Maintenance Needs: (Describe your needs including table and chair set-up, sound system (microphone), projector and screen, TV/VCR/DVD, podium, etc. and how the room should be set-up for you. (Attach diagram if necessary.)</b>			
<b>For Parish Office Use Only</b>			<b>Key Provided:</b> _____
			<b>Key Number:</b> _____
<input type="checkbox"/> Approved	By: _____	Date: _____	
<input type="checkbox"/> Denied	By: _____	Date: _____	
<input type="checkbox"/> Modified	By: _____	Date: _____	
<b>Changes Made to request:</b> _____			
<b>Notifications:</b>			
<b>Maintenance Staff:</b> _____		<b>Date:</b> _____	
<b>Parish Staff:</b> _____		<b>Date:</b> _____	
<b>Placed on Parish Calendar:</b> _____		<b>Date:</b> _____	