

## **St. Gregory the Great Parish Parish Hall Event Scheduling**

ORGANIZATION: \_\_\_\_\_

FACILITY: \_\_\_\_\_

FUNCTION  
NAME: \_\_\_\_\_

REASON \_\_\_\_\_  
(ie: St. Patrick's Day, etc.)

CHECK IF FUNDRAISER:   

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

PERSON RESPONSIBLE FOR KEY PICK-UP, CLEAN-UP & FAITH FORMATION  
SET UP (IF NECESSARY):

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PHONE: \_\_\_\_\_

POSITION IN ORGANIZATION: \_\_\_\_\_

DATE: \_\_\_\_\_

OUR PARISH HALL IS USED BY MANY MINISTRIES. AFTER YOUR EVENT, PLEASE LEAVE THE KITCHEN AREA/MEETING ROOMS CLEAN. IF YOUR EVENT OCCURS ON A WEEKEND, THE HALL WILL NEED TO BE SET UP FOR FAITH FORMATION BEFORE YOU LEAVE.