

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.