



PROGRAM OR EVENT REQUEST

We only reserve our facilities for activities sponsored by parish-affiliated groups. The event coordinator must fill out this form. We accept entries throughout the fiscal year. Submitting a request does not guarantee that the required space will be authorized. The person who received your request will notify you of the outcome. If you have any questions, please contact the office at (410) 676-5119.

Requests from organizations listed below, email Diane.Lewis@archbalt.org for approval:

Scouts of America, Small Groups, Baptism, OCIA/OCIC

Requests from organizations listed below, email Linda.Midwig@archbalt.org for approval:

Senior Club, KoC #11372, Ladies Auxiliary

Name of Organization: _____

Title and Date of Event: _____

Name of Coordinator: _____

Coordinator's Address, City, State, Zip: _____

Coordinator Phone: _____

Coordinator Email: _____

Are you associated with the Parish? YES NO

How many will be attending? _____ **Will there be underage children?** YES NO

Is this a recurring event? YES NO **If approved, a recurring event will be through the end of the fiscal year.*

Is this event a fundraiser? YES NO **If yes,** who will benefit from event? _____

Room Requested: _____

Describe Event: _____

Set-up Time: _____ AM/PM **Start Time:** _____ AM/PM **End Time:** _____ AM/PM **Clean-up Time:** _____ AM/PM

STATEMENT OF RESPONSIBILITY:

Use of the Pastorate of Prince of Peace and St. Francis de Sales room(s) is contingent upon the organization (USER) assuming full responsibility for the event and the protection of the room(s) facilities and equipment. The Pastorate of Prince of Peace & St. Francis de Sales will seek to cover the costs of "wear and tear" of the room(s) being used and reserves the right to deny future use of the room(s) for future requests if found in unfavorable condition. If alcohol is being sold at your event, a liquor license must be provided with request. The coordinator is hereby asked to read the following statement and indicate by his/her signature that the statement and the responsibilities are understood.

The undersigned assumes full and exclusive responsibility for the maintenance of order, liability for personal injury and property damage or loss resulting from this use, and the proper observance of all room(s) use regulations of the Pastorate of Prince of Peace and St. Francis de Sales. Additionally, the undersigned acknowledges receipt of the room booking regulations. The organization (USER) and its coordinator are accountable for fulfilling all maintenance obligations. Please refer to the criteria outlined in the "Room Checklist". The coordinator is required to complete and return the checklist to the office immediately following the event.

I have read and understand the Statement of Responsibility, have received a copy of the Room Checklist, and agree to assume the responsibility and abide by the regulations.

Coordinator Name

Date

Authorized Personnel

Date

APPROVED DENIED Reason: _____