

ST. MATTHEW'S CATHOLIC CHURCH \* SAINT JOHN PAUL CENTER \* FACILITIES USE REQUEST FORM

You must have read and completely agreed to the Facility Usage Policy found at www.stmattlgv.com

1 NAME OF INDIVIDUAL / GROUP: [ ]
NAME OF EVENT: [ ]
RESPONSIBLE CONTACTS NAME: [ ]
CONTACTS E-MAIL ADDRESS: [ ]
APPROXIMATE # OF ATTENDEES: [ ]
HOME PHONE: [ ] - [ ] - [ ]
WORK PHONE: [ ] - [ ] - [ ]
CELL PHONE: [ ] - [ ] - [ ]

2 EVENT DATE(S) & TIME(S):
SETUP EVENT: [ ] / [ ] / [ ]
ACTUAL EVENT: [ ] / [ ] / [ ]
CLEANUP EVENT: [ ] / [ ]
START TIME: [ ] : [ ] AM/PM
END TIME: [ ] : [ ] AM/PM

3 MORE DATES:
[ ] / [ ] / [ ] | [ ] / [ ] / [ ] | [ ] / [ ] / [ ] | [ ] / [ ] / [ ]
HOW OFTEN WILL THIS EVENT OCCUR? (check one): [ ] Weekly [ ] Monthly [ ] Quarterly [ ] Bi-Annually [ ] Annually

4 FACILITIES REQUESTED (check those that apply):
SAINT JOHN PAUL CENTER: [ ] St. John Paul Main Hall, [ ] St. John Paul Room 1, etc.
MAIN PARISH BUILDING: [ ] Parish Hall, [ ] Chapel, [ ] Church, etc.
FAITH FORMATION CENTER: [ ] Room 22, [ ] Room 29, [ ] Room 31, etc.
Will there be music at this event? yes/no. If yes, the form for Band/DJ must be filled out. SOUND SYSTEM. Parish Sound System and Microphones are NOT available. [ ] Bring Sound System, [ ] Amplifier #, etc.

5 EVENT ACTIVITIES:
Will food and non-alcoholic beverage be served? (check one): [ ] YES [ ] NO
Will alcohol/beer be served to adults 21 & over? (check one): [ ] YES [ ] NO
Will alcohol be sold? [ ] YES [ ] NO
IF YES, TABC PERMIT REQUIRED!

6 ACKNOWLEDGEMENT:
By Signing this request form, you as the responsible party have read, understood, and agreed to the St. Matthew's Facility Usage Agreement, of which contains important City and State Ordinances. If these rules are not followed, you and your party will be held responsible by the appropriate local and/or State authorities.
[ ] Signature

-- THE FOLLOWING SECTION IS FOR OFFICE USE ONLY --

Date Received: [ ] / [ ] / [ ] Received By: [ ]
DEPOSIT Collected?: [ ] YES [ ] NO [ ] Cash [ ] Check [ ] Returned [ ] Not Returned \$ [ ]
BALANCE Collected?: [ ] YES [ ] NO [ ] Cash [ ] Check TOTAL \$ [ ]
CHURCH OFFICE: [ ] FACILITY MANAGER: [ ] APPROVED?: [ ] YES [ ] NO