

# *St. Joseph Facility Usage Request Form*

Today's Date: \_\_\_\_\_

Event Title: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Time: \_\_\_\_\_

If additional time is required for set up or breakdown, please specify times here:

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact's Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Rooms requested: \_\_\_\_\_

Will you need use of a kitchen for your event?: \_\_\_\_\_

Office Use: Received by: \_\_\_\_\_ Date Confirmation Sent: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

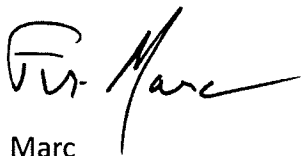
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## St. Joseph Facility Scheduling Guidelines

1. Please, obtain a Facility Scheduling Request Form from the parish office or download one from the parish website at [www.stjosephbelmont.org](http://www.stjosephbelmont.org). Complete the form. Please include an email address so we may send an update as to whether the request was approved or not or for any follow-up questions. Please return to the office, Attn: Wanda, or email it to [sabministrycoordinator@gmail.com](mailto:sabministrycoordinator@gmail.com) . You will have an answer in 1-2 business days.
2. Occasionally, the parish will need to reschedule or cancel previously approved requests to accommodate funeral receptions or other unforeseen events. You will be notified as soon as possible, allowing for ample time to reschedule and notify those individuals or groups involved.
3. If you have access to the parish calendar and you believe there is a last-minute time slot available, please contact the office to make sure nothing is pending or not yet entered for that time. If anyone uses the facilities without approval, we reserve the right to ask that person or group to leave.
4. If you have an emergency at the facility during your use, please contact the office at 603-268-8174.
5. When using the facilities, make sure anything that is moved or broken down is returned to the original setup, all lights need to be turned off and all doors must be locked before leaving (even if you believe another group will be using the facility after you).

Thank you for your cooperation,

A handwritten signature in black ink that reads "Fr. Marc". The signature is written in a cursive style with a long, sweeping underline.

Fr. Marc