

**HOLY FAMILY CATHOLIC CHURCH
BUILDING USE FORM**

Key # Issued _____

Date of Event _____ Size of Group _____

Space Requested _____ Parish Sponsored ___ Non-parish Sponsored _____

Group/Organization _____ Purpose _____

Contact Person _____ Tel. _____

Address _____ City/St. _____ Zip _____

“Point Person” for Clean-up _____ Telephone _____

Hours Requested From _____ To _____ Set-Up Date/Time _____

Equipment Requested* _____

Easels/Paper _____ VCR/TV _____ Overhead Projector _____ Screen _____

Tables (Round) _____ # Tables (Long) _____ # of Chairs _____

Sound System _____ Microphone _____ Dance Floor** _____

**Dance Floor (Required for all events in gym with music)/Pick-up Date _____

Other _____

***Note:** Any equipment or items brought in will need prior approval by Facilities Coordinator.

Please initial checked items and return to Facility Scheduling Coordinator @ HFCC.

_____ I have read and fully understand the Facilities Use Policies for HFCC and agree to abide by these policies. All the information provided by me is true.

_____ Facility Use/Indemnity Agreement (To Be Signed & Returned)

_____ Adult Hold Harmless/Indemnity Agreement (To Be Signed & Returned)

_____ Certificate of Insurance - Either thru H.F. _____ or: Own insurance _____

_____ \$250 Refundable Security Deposit

_____ Rental payment of: _____ (Received check # _____)

Event Organizer Signature

Date

Facilities Scheduling Coordinator

Date