

St. Bartholomew the Apostle Church Facility Request Form

Event Name: _____		# People (approx): _____	
Contact Name: _____		Phone: () - _____	
E-mail (for website calendar): _____			
Date: _____	Start / End Time: _____	Room: _____	
Additional Dates (if necessary)			
<u>MONTH</u>	<u>MONTH</u>	<u>MONTH</u>	<u>MONTH</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Facility Use Guidelines

- You are responsible for setup and clean up unless prior arrangements have been made.
- Please turn off the lights when you leave.
- Doors will be opened by the evening staff. For weekend events, keys may need to be picked up at the rectory during business hours. Only an adult may sign for and pick up keys. Keys may be returned in person or dropped in the mail slot in the other front door.
- All meetings should end by 9:00 P.M.
- Dates, times and locations may be changed at the discretion of the pastor.