

2018-2019

**Facility Use Request Form “FURF”**

**INSTRUCTIONS**

- I. If you are scheduling a meeting or a re-occurring meeting—use a form  
If you are scheduling an activity or event using any parish facility—use a form
  
- II. Complete all 5 sections of the form ; incomplete forms will be returned
  - Section 1—Your name / contact info etc
  - Section 2— Type of Use ie meeting, event, etc...
  - Section 3— Areas you plan to use and at what time through the course of your event.
  - Section 4—Times you plan to arrive and decorate versus “published” time of activity for Participants. Who is responsible for set-up. Who is responsible for clean-up?
  - Section 5—Audio Visual anticipated needs ; microphone ; note additional details or comments here.

Date of Request: \_\_\_\_\_  
Initials: \_\_\_\_\_

**Facilities Use Request Form**  
**St. Joan of Arc Catholic Church**  
**August 1, 2018 - June 30, 2019**

Office Use: Date Rec'd. \_\_\_\_\_  
Initials: \_\_\_\_\_

**Submit forms beginning June 1, 2018. Approved forms will be returned beginning July 1, 2018.**

Thank you for your cooperation and care to help better serve all of our needs.

Please do not hesitate to contact your parish Director or Julie Winters, 614-761-0905, ext 303 with questions.

Name of Person Completing Form: \_\_\_\_\_  
Name / Position / Ministry

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

St. Joan of Arc Director for your Group: \_\_\_\_\_

**Purpose of Use:** \_\_\_\_\_ **Title of Activity:** \_\_\_\_\_

(ie. Meetings/Sessions/Storage/Sign-ups/Event /Service/Outreach/Fundraiser/Activity)

# of Participants: \_\_\_\_\_ # of Volunteers: \_\_\_\_\_ Reservations Required: Y/N

**Safe Environment:** Does activity involve Youth participants or volunteers? If yes: must be PGC compliant.\*

- **Check date and time requests against parish calendar for availability.**
- **Reschedule date and time requests that conflict with blackout "RESERVED" dates.**
- **Request alternative dates, facilities, and times if your first choices are not available.**

**Meetings:** **Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_ **Freq:** wkly/mnthly

List all dates /+ alternatives: \_\_\_\_\_

**Event:** **Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_ **Freq:** wkly/mnthly

**Activity:** **Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_ **Freq:** wkly/mnthly

**Narthex [6' Table or Banner] Dates:** \_\_\_\_\_ **[Limit 2]**

**Facilities:** Classrooms # \_\_\_\_\_ \* Lavelle Hall \_\_\_\_\_ \* Church \_\_\_\_\_ Kitchen \_\_\_\_\_ \*

Times: \_\_\_\_\_

(If using multiple locations for same request—list times each area will be occupied)

Other (ie. Parking lot, LH atrium, etc) \_\_\_\_\_

**Set-up Requirements:** # of round tables: \_\_\_\_\_; # of chairs @ tables: \_\_\_\_\_ # of 6' Serving Tables \_\_\_\_\_

**Complete diagram on back—due 30 days prior to Set-Up Date.**

Food served? Y/N Catered Event? Y/N - name \_\_\_\_\_ Beer or Wine Served? Y/N

**Times :** **Published Start :** \_\_\_\_\_ **Published End :** \_\_\_\_\_ **Open to Parish?** Y/N **Public?** Y/N

**Arrival /Set-up :** \_\_\_\_\_ **Depart / Clean-up:** \_\_\_\_\_

Set-up/Decorating By Who? \_\_\_\_\_ **Key Needed?** Y/N

Clean-up By Who? \_\_\_\_\_

Notes: \_\_\_\_\_

**Equipment Needs:** Audio/Visual: Y/N \_\_\_\_\_

Other—please list \_\_\_\_\_

**Additional Notes:** \_\_\_\_\_

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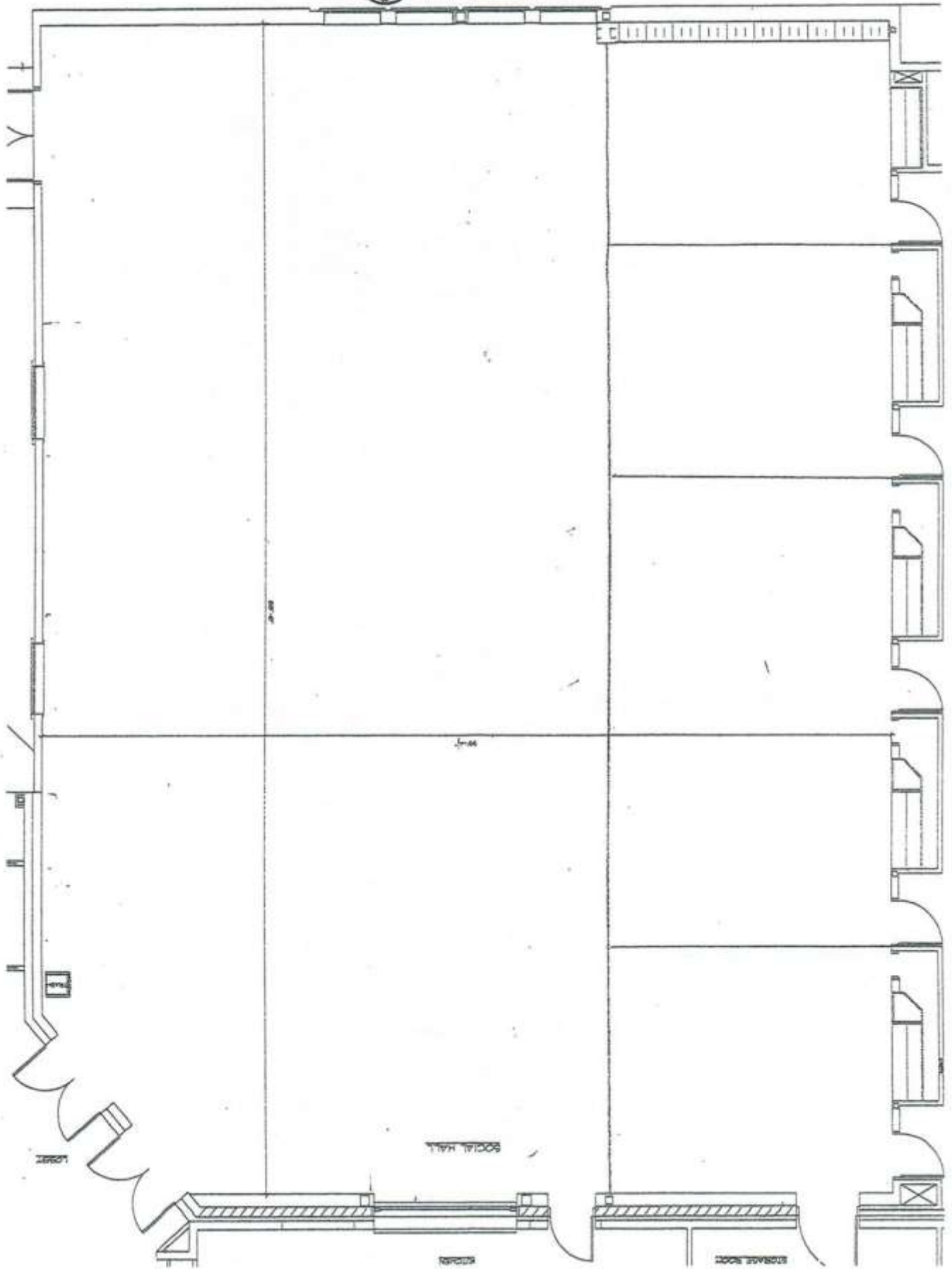
\_\_\_\_\_

Office Use Only: \_\_\_\_\_  
Date Director Approval Date Returned Init.

\* Additional procedures required



FLOOR PLAN  
SCALE: 1/4" = 1'-0"



SOCIAL HALL

DOOR ENTRANCE

DOOR ENTRANCE