

**OLOR MEETING REQUEST (July, 2012 – June, 2013)**

Dear Father Ron:

Name of Ministry(s)/Meeting Group: \_\_\_\_\_

Responsible Contact for Event: \_\_\_\_\_

Phone: (E-mail) \_\_\_\_\_ (Phone) \_\_\_\_\_

**\*We understand that the following dates will NOT be available for use in OLOR's Halls: the Week before Christmas and the week before Easter**

**\*\*We understand that some Events at Our Lady of the Rosary Parish may supersede our meeting date and time under the discretion of the pastor.**

**MONTHLY MTG: (July 1, 2012 to June 30, 2013) (New form to be filled out every year)**

\_\_\_\_\_ We request to have our meeting held in the following building:

\_\_\_\_\_ Rosary Hall (Rooms attached to Church)

\_\_\_\_\_ Immaculata Hall (Building in the back)

\_\_\_\_\_ Outside \_\_\_\_\_ Main Church \_\_\_\_\_ Gazebo/Field

**Currently \_\_\_\_\_ members will be meeting.**

on the following day(s) (please be specific, e.g. 1<sup>st</sup> & 3<sup>rd</sup> Tuesday)

From: \_\_\_\_\_ (AM/PM) to \_\_\_\_\_ (AM/PM) Dates we will NOT meet: \_\_\_\_\_

Here is a brief description of our Ministry and/or special instructions for our meeting: (e.g. Please bring a bag lunch on xx date) \_\_\_\_\_

*(If we, as a ministry, will not be meeting on the above day, or we dissolve, we will call OLOR Parish Office and inform for the space to be made available to others.)*

**SPECIAL MEETING: (Parish Event for RH will be filled out for a retreat or other large event that exceeds your currently assigned room)**

\_\_\_\_\_ We request a special meeting date for our current organization which meets regularly at Our Lady of the Rosary. We will need space in: **NUMBER OF ATTENDEES:** \_\_\_\_\_

\_\_\_\_\_ Rosary Hall (Rooms attached to Church)

\_\_\_\_\_ Immaculata Hall (Building in the back)

\_\_\_\_\_ Outside \_\_\_\_\_ Main Church \_\_\_\_\_ Gazebo/Field

on the following date: \_\_\_\_\_ From: \_\_\_\_\_ (AM/PM) to \_\_\_\_\_ (AM/PM)

Here is a brief description to our special meeting: (e.g. Lunch will be served.) \_\_\_\_\_

**We understand, that if we wish a notice of our event to appear in the parish bulletin, it is our responsibility to compose the advertisement and hand it in to the main office, for Father Ron's approval, 2 weeks in advance of our scheduled event for bulletin publication.**

We will need the use of the following areas from (time) \_\_\_\_\_ (AM/PM) to \_\_\_\_\_ (AM/PM):

\_\_\_ **Rosary Hall:** \_\_\_ 1 room; \_\_\_ ¼ **section (2 rooms)** \_\_\_ ½ **section (4 rooms)** \_\_\_ **entire hall**

\_\_\_ Kitchen \_\_\_ Courtyard \_\_\_ Playground \_\_\_ Bathroom facilities \_\_\_ Other

\_\_\_ **Immaculata Hall:** \_\_\_ 1 room; \_\_\_ ¼ **section (2 rooms)** \_\_\_ ½ **section (4 rms)** \_\_\_ **entire hall**

\_\_\_ Coffee Bar \_\_\_ Courtyard \_\_\_ Playground \_\_\_ Bathroom facilities \_\_\_ Other

We will need to use the following parish appliances, etc.:

\_\_\_ Inside electric stove & ovens \_\_\_ Outside gas stove & ovens

\_\_\_ Inside refrigerator \_\_\_ Outside gas fryers

\_\_\_ Inside freezer \_\_\_ Outside freezer

\_\_\_ Icemaker \_\_\_ Outside cooler

\_\_\_ Serving platters, pots & pans \_\_\_ China

<b>We have permission from the Knights of Columbus to use their:</b>	
___ <b>Gas griddle</b>	___ <b>Outside pots &amp; pans</b>
___ <b>Steam table</b>	___ <b>Large outside gas fryer</b>
<b>Signature of KC Grand Knight</b>	<b>Date</b>

\*We understand that we are responsible for all food and supplies needed for our event and for the *set up before and the cleanup after our event*. \*We pledge to leave the spaces we use for our event in better shape than when we found them and to replenish any parish supplies necessity may dictate we borrow.

\_\_\_\_\_  
Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

<b>PERMISSION IS GRANTED AS REQUESTED _____ [AS AMENDED _____]</b>	
<b>Pastor/Associate's Signature</b> _____	<b>Date</b> _____
<b>Assigned Room Number:</b> _____ <b>You will be notified IF this room is unavailable at any time.</b>	
<b>Amendments:</b>	
(1)	_____
(2)	_____
<b>NOTES:</b>	
_____	
_____	
_____	