

Little Flower Facility Usage & Event Request Form



Event

Event Name:

Event Date:

Event Time:

Facility:

Contact Person:

Contact Phone #:

The Event Is:

- Parish Sponsored
 HSA Sponsored
 School Sponsored
 JCS Sponsored
 Outside Organization

Are there volunteers working on this event?

- yes
 no

Are the volunteers:

- Adults
 Minors
 Both

Brief Description of the Event:

Fundraising

Is the event a fundraiser?

- yes
 no

If the answer to the following is yes, then it is a fundraiser

**Does it generate income for the parish?*

**Do participants receive some benefit?*

**Is the activity parish-sponsored or on parish property?*

Is the fundraiser religious or educational in nature?

- yes
 no

Is this an annual event?

- yes
 no

Alcohol

ALCOHOL IS NOT PERMITTED IN THE PRESENCE OF CHILDREN - - NOT SOLD, SERVED OR BYOB.

Is liquor being served at the event?

- yes
 no

If yes, will any form of compensation be received for the alcohol?

- yes
 no
 If yes, a liquor license is required.

Contracts

Will you be using a caterer or any other contractual service (band, tent, etc.)?

- yes
 no

If yes, all contracts must be submitted for review and approval. Please allow 4 - 6 weeks for approval. All paperwork related to this event must be attached to this form.

For Rectory Office Use only

Approval	Archdiocese	Contracts	Keys	Sound	Kitchen