

# SAINT RAPHAEL THE ARCHANGEL PARISH FACILITY USE REQUEST FORM

Date Today \_\_\_\_\_

Please email this form to Shannon Leon, Parish Administrative Coordinator at [sleon@sraparish.org](mailto:sleon@sraparish.org), a minimum of 7 days in advance of the event. The preferred method is email or you may drop it off at the Parish Office, 2141 Lancashire Avenue, Louisville, KY 40205. If you have questions, please call Shannon at 458-2500, Ext. 1133.

You will be contacted when this event is scheduled. Arrangements will be made at that time to pick up keys. If your meeting/event will require exchange of money, use of vendors or alcohol, contact Debbie Selby X1139 for additional instructions.

NAME OF PARISH ORGANIZATION \_\_\_\_\_

NAME OF MEETING/EVENT \_\_\_\_\_

NO. OF PEOPLE EXPECTED \_\_\_\_\_

**KEYCARDS/KEYS S WILL BE ISSUED BASED ON THE INFORMATION BELOW:**

DATE(S) OF EVENT \_\_\_\_\_

PUBLISHED START AND END TIME OF EVENT \_\_\_\_\_

Entry needed beginning at: *(include set-up time)* \_\_\_\_\_ Ending at: *(include clean-up time)* \_\_\_\_\_

ROOM(S) NEEDED FOR EVENT: \_\_\_\_\_

- Your completed facility request form will be copied to our Parish Plant Manager, Rick Taulbee. If you need any Maintenance Assistance for this event, it must be submitted separately in writing to [workorder@sraparish.org](mailto:workorder@sraparish.org) Email is the preferred method for submitting your request. Please include all necessary information.
- Each group is responsible for thoroughly cleaning up after their event, leaving the area in good condition for the next group.
- Please do not: Share keys, prop doors, open doors to those not part of your event, allow children to be unsupervised.
- Keycard/keys are to be returned in the mail slot at the Parish Office before leaving the premises or after last scheduled use.

RESPONSIBLE PERSON \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_

E-MAIL \_\_\_\_\_

Rev. 10/31/17

## OFFICE USE ONLY—KEYCARD/KEY INPUT FORM

CARD NO. ISSUED \_\_\_\_\_

CARD ISSUED BY: \_\_\_\_\_

DATE ENTERED IN SCHEDULER: \_\_\_\_\_

KEYCARD PROGRAMMED TO OPEN THESE DOORS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HARD KEYS ISSUED TO OPEN THESE DOORS:

\_\_\_\_\_  
\_\_\_\_\_

Date of last scheduled use: \_\_\_\_\_ Date keycard/keys returned \_\_\_\_\_