

**APPLICATION FOR THE USE OF
DIVINE CHILD PARISH/SCHOOL BUILDING FACILITIES**

Name of Organization _____

Facilities Needed _____

Day _____ Date _____ Start time of event _____ End time _____

PLEASE SPECIFY WHAT KIND OF EVENT (meeting, speaker, pancake breakfast, etc.)

Requirements (PLEASE BE SPECIFIC):

No. of Tables Round _____ Long _____ Card tables _____

No. of Chairs _____ **If requesting the HS Auditorium, is a stage crew person required for sound, lighting, etc.?**

Microphone _____ Yes No

DVD/VCR player _____

Other _____

Parish Pantry form attached? Yes Not Needed

Do you need Maintenance to unlock/lock facility? Yes No

If Yes, what time do you need facility unlocked? _____

If "No," who is responsible for unlocking/locking facility and what time will it be unlocked?

Name _____ Contact Phone No. _____ Time _____

I have read the rules and regulations below and will follow them accordingly:

Person Submitting Form _____

Home Phone _____ Cell Phone _____ Today's Date _____

RULES AND REGULATIONS FOR USE OF DIVINE CHILD FACILITIES

Application for use of school building facilities must first be submitted to the Principal (or the Pastor, if it involves the Church). In the event permission is given for use of school/church facilities as requested, permission will be granted subject to all conditions, rules and regulations as set forth below:

1. Applications for use of buildings must be made previous to use for approval.
2. Students must be adequately supervised by school/parish staff/parents.
3. All furniture, equipment, and the facility used must be left as it was found.
4. Use of matches or other flammables is NOT permitted.
5. **SMOKING IN ALL CLASSROOMS, AUDITORIUM, GYMS OR ANY ROOM IN ANY BUILDING IS STRICTLY PROHIBITED.**
6. All decorations must conform to Act 207 of the Public Acts of 1941.

The permit holder agrees to compensate for any damage to school property resulting from permit holder's use of same, in such amount as may be determined by the Pastor/Rector Office. The permit holder further agrees to save and hold harmless the said school facilities and agrees to assume responsibility for all liabilities arising incident to the occupancy of said facility.