

Regina Coeli/St. Paul Parish  
Building Use Form  
**ALL EVENTS MUST BE SCHEDULED USING THIS FORM**

Event: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Building/Room(s) Requested:

Church          RCS Gym          Parish Center          Library          Art Room

Other: \_\_\_\_\_

Date(s) requested: \_\_\_\_\_

Time: From \_\_\_\_\_ To \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (home) \_\_\_\_\_ Cell \_\_\_\_\_

Special Needs: (including furniture/space/etc.) involved with activity: \_\_\_\_\_

Number of people expected: \_\_\_\_\_

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**RETURN FORM TO RCS MAIN OFFICE FOR SCHOOL USE**

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**RETURN FORM TO RECTORY FOR CHURCH, PARISH CENTER USE**

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**It is a privilege to use these facilities.** It is implied in the request for use that those using the premises will take care of them and use them properly. Those persons in charge are to be mindful that the following checkpoints **MUST BE MADE:**

- **All lights** turned off including gym, kitchen, bathrooms, hallways
- **All doors and windows** be secured and locked
- **All floors** cleaned
- **All materials** used are returned to their proper storage places
- **All garbage** to be collected and placed in dumpster

**Office Use Only:** Approved on: \_\_\_\_\_ By: \_\_\_\_\_

Sent to Rectory for Insertion on Calendar: \_\_\_\_\_