

Regina Coeli Parish  
Building Use Form

Name of Organization: \_\_\_\_\_

Building(s) Requested:    Church        School Gym        School

Classroom(s): \_\_\_\_\_ Other: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Time Requested: From/To \_\_\_\_\_ / \_\_\_\_\_

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

Contact Information: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Special Needs (including furniture/space/etc.) Involved with Activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of People Involved: \_\_\_\_\_

**Return form to: RCS Main Office or Steve Pilotti for processing**

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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:

1. All lights are turned off including gym, kitchen, bathrooms and hallways.
2. All doors are secured and locked.
3. All floors are cleaned and orderly.
4. All materials used are returned to their proper places.
5. All garbage is collected and placed in dumpster.

**Office Use Only:**

Approved on: \_\_\_\_\_

By: \_\_\_\_\_

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

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