

Immaculate Heart of Mary Church
Reservation Request Form For Parish Hall/Rectory Use

Parishioner Contact:

Name: _____
Address: _____
Phone: _____

Responsible Person for use of the hall (if different than above):

Name: _____
Address: _____
Phone: _____

Requested Space:

Parish Hall _____
Parish Hall Kitchen _____
Joan Macaig Meeting Room in Rectory _____
Small Rectory Meeting Room _____
Rectory Sun Porch _____
Rectory Kitchen _____

Requested Date of Use:

Requested Times of Use (Refer to Policy for earliest and latest times of use.)

Requested Start Time: _____
Requested Finish Time: _____

Number of people expected:

Description of the event (funeral lunch, wedding/baby shower, birthday party etc.)

The intent of the policy for a parishioner's use of the Parish Hall/Rectory is not to limit activity but to make sure they are kept in good condition for any member of the parish family to use. Please use good judgement when using them and in particular remember to leave them in the same or better condition as they were found.

Our group is aware that the Immaculate Heart of Mary Church and its associates assume no liability of injuries or damages that may occur in the Parish Hall or Rectory and that each person participates at his/her own risk.

Our group agrees to follow the Parishioner's Use of Parish Hall/Rectory Policy and to complete the Cleaning Checklist.

Responsible Person's signature: _____
Date: _____