

St. John Nepomucene Catholic Church Facilities Use Request – Parish Group

If you find a problem with the set-up (tables, chairs, etc.) or equipment (audio, video, etc.) please let Jeff Johnson know immediately. 214-532-7723

Today's Date:			
Group:			
Event:			
Contact Name:			
Phone:			
E-mail:			
Date(s) requested:			
Actual meeting time requested:			
Dates and times requested for preparation/teardown:			
Location requested:			
Frequency:	Once Weekly Monthly Other _____		
Group size:			
Number of tables needed:	Round _____	Rectangular _____	Number of chairs: _____
Other equipment:	Lectern _____ TV _____ VCR _____ DVD _____ Computer hookup _____ Projector _____ Audio _____ Marker board _____		
Will children be present?	Yes _____ No _____	How many?	_____
If children are present, do you have enough people who are Safe Environment cleared?		Yes _____ No _____	
What are the names of your Safe Environment cleared people? 			
Description of Use: 			

Calendar clearance: _____ calendar comment: _____

Safe Environment Approval (if needed): _____ Date: _____

Pastor's Approval: _____ Date: _____