

REQUEST FORM
For Field
For Parish Events or Non-parish events:

Date of Request: _____

Organization/Committee: _____

Function/Event: _____

Responsible Person:

Name _____

Address _____

Phone _____ Cell _____

Email _____

Back-up Contact Person:

Name _____

Address _____

Phone _____ Cell _____

Email _____

Event Date: _____

Day of Week: _____

Start Time _____

End Time _____

Advance Set-up Time _____

Estimated Number of People Attending _____

To assist in scheduling, please let us know if this event will reoccur on a regular basis? ___ Yes ___

No. If yes, ___ weekly? ___ every other week? ___ monthly? Other, please explain:

REQUEST TO USE FIELD

Set-up _____

Other _____

Equipment requested _____

Number of participants _____ Ages of participants _____ .

Children under the age of 18 must be supervised by at least one adult.

Will bleachers be needed: ___ Yes ___ No

OFFICE USE ONLY

Date received _____ Accepted by _____