

# St. Maximilian Kolbe Catholic Church

## REQUEST FOR USE OF BUILDING

Today's Date: \_\_\_\_\_

Group Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

Day + Date of Event: \_\_\_\_\_

Description of Event: \_\_\_\_\_

\_\_\_\_\_

Number of Expected People: \_\_\_\_\_

Building or Area Requested: \_\_\_\_\_

Food Served?: \_\_\_\_\_ Yes \_\_\_\_\_ No

Times Needed: Beginning \_\_\_\_\_ : \_\_\_\_\_

Ending \_\_\_\_\_ : \_\_\_\_\_

*Include set-up  
and clean-up time*

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### (FOR OFFICE USE ONLY)

Request Result: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_