

St. Thomas More New Event Request Form

****NOTE: This is NOT a reservation of space or a guarantee of scheduling.**

This request will be reviewed by STM staff. You will be notified by email whether this event has been approved once review is completed.

Ministry: _____ Date submitted: _____

Name of Event: _____

Purpose of Event: _____

Proposed Date of Event: _____

Time of Event: _____ to _____

Set-up time: _____ Clean-up time: _____

Please describe the event (including specific activities): _____

What are the faith elements or connections to the parish? _____

Estimated number of people: _____

Room(s) requested: _____

What are the facility needs/requirements for this event? _____

Any matters needing parish or Diocese involvement? YES _____ NO _____
(eg: speaker, food or alcohol sales, permits or extra insurance)

If YES, please describe: _____

Will money be collected? YES _____ NO _____ For what purpose? _____

If YES, is a specific amount charged or free will offering taken?: _____

If specific charge, amount charged? _____

Contact Person: _____

Phone: _____

E-mail: _____

For office use only

Appointment Date with Father: _____

Further discussion with Father needed? _____ Yes _____ No

Facilities notified? _____ Event on calendar? _____

Final Approval Given by Fr. Eugene _____ Date _____