

St. Francis of Assisi Catholic Church  
Cartersville, GA

**ACTIVITIES COORDINATION FORM**

This form will help assure that all facets of our Church activities are properly coordinated and approved. All groups/persons wishing to use any of the parish facilities should complete this form. The completed form should be received in the Church office at least four weeks prior to the planned activity, to allow adequate time for preparation and to avoid scheduling conflicts. **NO FOOD OR DRINKS ALLOWED IN CLASSROOMS**

Please complete the following

Person making request \_\_\_\_\_

1. Church function or group \_\_\_\_\_

2. Contact number \_\_\_\_\_

3. Facilities requested:

LaSalette Hall \_\_\_\_\_

Kitchen w/cooking \_\_\_\_\_

Conference Room \_\_\_\_\_

Kitchen w/o cooking \_\_\_\_\_

Classroom(s) name (s) \_\_\_\_\_

4. Date requested \_\_\_\_\_ If weekly/monthly (please indicate) \_\_\_\_\_

5. Time requested \_\_\_\_\_

6. Number of persons expected to attend \_\_\_\_\_

7. Bulletin announcement needed \_\_\_\_\_

(\*bulletin announcement must be provided by ministry/group)

**Please ensure any reserved areas are returned to their original set up and condition including removing trash and replacing bag.**

\_\_\_\_\_  
Requestor signature

\_\_\_\_\_  
Date

**PLEASE KEEP THIS FORM WITH YOU DURING YOUR RESERVED TIME**

**FOR STAFF USE ONLY**

**Scheduled by:**

**Date:**