

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. **FOOD OR DRINKS ALLOWED IN CLASSROOMS WITH PRIOR AUTHORIZATION ONLY**

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: