St. Michael Catholic Church



FACILITIES USE REQUEST FORM

This form must be submitted for approval to the Parish Secretary prior to all **fundraisers, events or meetings** you wish to schedule at St. Michael facilities.

Name of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsoring Group/Committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group/Committee Contact Name/Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Start Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Time: \_\_\_\_\_\_End Time: \_\_\_\_\_**

**Facilities needed:**  Library **Event:**

 Historic Chapel  Conference Room  Daily  Weekly  Monthly

 Large Church  Sacristy

**A/V Equipment needed:**

Using Zoom Set-up

 TV/DVD Screen

 Power Projector

 TV Sound System

 HDMI Cable

 Narthex  MP Room/Gym

 Fellowship Hall  Lower Kitchen

 Upper Kitchen  Food Cellar

 Deacon’s Office Fields

 Classroom (s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**VIRTUS Training:** All volunteers age 14 and older must have a valid VIRTUS Training Certificate on file. If you do not have one please contact Sally Amatucci at [samatucci@smpschurch.org](mailto:samatucci@smpschurch.org).

Does this meeting/events involve youth?  Yes\*  No

\*If YES, please give names of ALL Adult AND Youth (14+) volunteers participating in this event:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reviewed Date:** \_\_\_\_\_\_\_\_\_\_ **Approved By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Sally Amatucci, Virtus Coordinator)

Communications / promotions

 Bulletin Starting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ending: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Webpage Starting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ending: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date Posted: \_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Display (Inside):**

 Narthex Fellowship Hall

 RE Foyer MP Room/Gym

Library Marque

**Date Posted: \_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_**

**Display (Community):**

Signs Around Town

Mt. Airy Messenger Newspaper

Frederick Newspost

**Date Posted: \_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Social Media:**

 Face Book (FB)  St. Michael Instagram

 St. Michael FB page  St. Michael Twitter

 Mt. Airy News, Discussion, Alert & Business Group  AOB Website/Bulletin

 Mt. Airy & Surr. Areas Info & Business Group  AOB Churches

 Woodbine/Lisbon Community Group  Catholic Review

**Date to Post 1st Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **2nd Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **3rd Time:** \_\_\_\_\_\_\_\_\_

**Date Posted: \_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_**

Flocknote (Mass Email):

 All Parishioners  O.W.L.S. of St. Michael

 Faith Formation  Men of St. Michael

 Middle School Families  Women of St. Michael

 High School Families  Preschool Families

 Young Adults  Other \_\_\_\_\_\_\_\_\_\_

**Date to Send:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Date Posted: \_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_**

Date Received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_