

**Prince of Peace Catholic Community**  
**Request for Building / Room Usage Form**

Organization, Ministry or Group \_\_\_\_\_ Event Name \_\_\_\_\_

Person making arrangements \_\_\_\_\_ Phone # \_\_\_\_\_  
(Contact Name) (Phone)

Parishioner: \_\_\_\_\_ (Yes / No) Will you be using the Kitchen? \_\_\_\_\_ (Yes / No)

Please reserve the \_\_\_\_\_ In \_\_\_\_\_  
(Building) (Room)

For \_\_\_\_\_  
(What does the event involve)

On \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
(Day - example: 1st Wednesday of month) (Start Time) (End Time)  
(Including set-up and clean-up)

Facility Coordinator \_\_\_\_\_ Are keys needed? \_\_\_ Yes \_\_\_ No  
(opening, set-up, cleaning, tear-down, closing)

Who will pick-up keys? \_\_\_\_\_ When? \_\_\_\_\_

Who will return keys? \_\_\_\_\_ When? \_\_\_\_\_

Event Coordinator \_\_\_\_\_ # of People \_\_\_\_\_

Equipment Needed:

Music Equipment Needed

1. Chairs: \_\_\_\_\_ (Yes / No) # \_\_\_\_\_

1. Microphone: \_\_\_\_\_ (Yes / No) # \_\_\_\_\_

2. Tables: \_\_\_\_\_ (Yes / No) # \_\_\_\_\_

2. Music Stands: \_\_\_\_\_ (Yes / No) # \_\_\_\_\_

3. Television: \_\_\_\_\_ (Yes / No) \_\_\_\_\_  
DVD/VCR

3. Organ: \_\_\_\_\_ (Yes / No) \_\_\_\_\_

4. Podium: \_\_\_\_\_ (Yes / No) \_\_\_\_\_

Fee \_\_\_\_\_ (Yes / No) If Yes, amount? \_\_\_\_\_ Liability Insurance Needed \_\_\_\_\_ (Yes / No)

Appointment time to do a walk through and training \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_