

July 21, 2016



Request to Use Family Center and/or Bulldog Gym
(Requests must be made 30 days in advance of event)

(Group/Organization & Contact Person)		(Telephone)
Request to use:	Family Center Gym _____	Bulldog Gym _____
(Day)	(Date)	(During the hours of)
(Event)		

Only pre-approved events can be scheduled:
 ALL PARISH EVENTS must be pre-approved by the Director of Finance & Operations.
 ALL SCHOOL EVENTS must be pre-approved by the Principal or her designee.
 ALL SCHOOL ATHLETIC EVENTS must be approved by the Athletic Director.

After pre-approval by Director of Finance & Operations or Principal, the use of the facility needs to be approved by the Athletic Director.

Priority of events is as follows: 1. Parish Events 2. School Events 3. School Athletic Events

I state that the event has been pre-approved by:
 Business Manager _____ Principal _____ Athletic Director _____

I understand and agree to abide by the following rules for use of the gymnasiums:

1. Food and drink are prohibited in either gym unless prior permission has been granted by the Director of Finance & Operations. Tables and chairs designated for the Family Center must remain in the Family Center.
2. All events must end by 11:00 PM, unless special permission is granted. No events that require significant parking space may be scheduled during Mass hours. No school athletic events may be scheduled after 4:00 PM on Saturdays or before 1:00 PM on Sundays.
3. Unless prior arrangements have been made with the Parish Director of Maintenance, (932-0620), groups are solely responsible for set-up and clean-up of events. This includes trash removal and mopping the Family Center halls and stairways.
4. Security arrangements must be made for all events through the Director of Maintenance at 932-0620. Please make contact in advance of the event to discuss entrance to the building.

FORMS ARE AVAILABLE ON THE PARISH WEBSITE (www.churchofthegesu.org/calendar) OR AT THE PARISH OFFICE TO RESERVE THE FAMILY CENTER AND/OR BULLDOG GYM AFTER APPROVAL IS GIVEN.
(If your request to use the Family Center or Bulldog Gym has been denied, you will be notified.)

Signature of Applicant	Date
Signature of Athletic Director	Date

Organization using Family Center/Bulldog Gym should retain this signed form.