



DATE REC'VD: _____

BY: _____

**APPLICATION FOR ACTIVITY/EVENT AND USE OF FACILITIES
(ONE ACTIVITY PER APPLICATION)**

Date(s) of Event: _____

Event Name: _____

Group Name: _____

CONTACT INFORMATION:

Are you a Parishioner of MQP: Yes No

Leader/Primary Contact: _____

Phone: _____ Email: _____

Secondary Contact: _____

Phone: _____ Email: _____

PROPOSED ACTIVITY/EVENT:

Date(s): _____ Start Time _____ End Time: _____

Set-Up Date/Time: _____ Take-down Date/Time: _____

TYPE OF ACTIVITY/EVENT: (check all that apply)

Annual One-Time Ministry Social Community (non-MQP)

FACILITIES REQUESTED: (check all that apply)

Church Meeting Space Conference Room Social Hall Kitchen

Will you need A/V Resources? Yes No Specify: _____

Parking Lot – *Please note that the parking lot is unavailable 30 mins before and after Mass.*



ESTIMATED NUMBER OF PEOPLE ATTENDING: _____

Will you be serving food? Yes No Are you using a Caterer? Yes No

If Yes, Caterers Name: _____

Will alcohol be served: Yes No Banquet Permit Holder: _____

*If using the Kitchen, someone with Kitchen Training must be present at all times (Kitchen training onsite must be completed before Activity/Event is approved).

Describe the Activity/Event and it's purpose:

1. Who will attend this Activity/Event?

2. How will they be recruited?

3. How will you communicate your initiative to the Parish?

4. Will you need Parish resources for your recruitment efforts? Yes No



FINANCIAL INFORMATION

1. What kind of expenses do you anticipate?

2. What will be the source of funding?

1. Will Attendees be required to pay: Yes No / Flat Fee \$ _____ Donation

a. Will these fees cover costs: Yes No

b. Is there a revenue goal?

c. What are your fundraising plans?

d. Will funds be donated to another nonprofit organization: Yes No

e. Who will be responsible for the collection and accounting of funds?

f. Will the funds be deposited with the Parish Office? Yes No

PARISH OFFICE USE ONLY

Fr. Chad Green _____

Date _____

Administrator _____

Date _____