

*Our Lady of the Lakes*

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fax 248-623-2723  
email parishoffice@ollonline.org

Copy to	Date _____

# Parish - School Facility Request Form

Today's date \_\_\_\_\_

PLEASE PRINT

## Instructions

Use one form per event. For **ongoing** event days, list every date and time individually in the box below. \*\*

If you need to cancel or make changes, notify the Parish Center.

Group Name \_\_\_\_\_ Event \_\_\_\_\_

Event date \_\_\_\_\_ approx. number attending \_\_\_\_\_ School Year \_\_\_\_\_

Event time - from \_\_\_\_\_  am  pm to \_\_\_\_\_  am  pm

Time needed including set-up, event, clean up - from \_\_\_\_\_  am  pm to \_\_\_\_\_  am  pm

Place of event (facility) \_\_\_\_\_ Room \_\_\_\_\_

If requesting St. Joseph Hall, check one  with kitchen  without kitchen

Person in charge \_\_\_\_\_ Title \_\_\_\_\_ phone \_\_\_\_\_

Email address \_\_\_\_\_

Address with zip code \_\_\_\_\_

Room arrangement and/or equipment needed:

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\*\*For on-going event dates, list every date and time below:

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**Office Use Only**

Approved by	_____	_____ NOT APPROVED
Parish Center	_____	Date _____
School	_____	Date _____
Gym	_____	Date _____
Posted by	_____	Date _____