



# St. Mark the Evangelist Catholic Church

Request For Use of Parish Facilities

(317) – 787-8246

Name of Sponsoring Group/Individuals: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Number of people expected: \_\_\_\_\_

Starting Time of Event: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Setup Time: \_\_\_\_\_ Cleanup Time: \_\_\_\_\_

It is the GROUPS responsibility to clean and return everything back the way you found it. Maintenance and Custodians are available to Non Parish / School Events for a \$25.00 charge. **PLEASE CHECK THE WEBPAGE (www.stmarkindy.org) TO SEE IF YOUR EVENT HAS BEEN SCHEDULED!** You will be notified via e-mail regarding your request for facility use. So please provide an e-mail address, or call to verify that your request has been processed.

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

Room Request (Please choose from list below). Please list 1<sup>st</sup> and 2<sup>nd</sup> choice.

1. \_\_\_\_\_ 2. \_\_\_\_\_

### Available Areas for Use

Parish Board Room  
Schafer Hall Gym  
St. Mark Church

Parish Basement Meeting Rooms  
Schafer Hall Meeting Room  
Church Courtesy Room

School Media Center  
Schafer Hall Cafeteria  
School Classroom

Frequency: (i.e. weekly, every first Tuesday, etc.) \_\_\_\_\_

Additional Information: \_\_\_\_\_

Purpose of Activity: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

### Office Use Only

Approved(Yes/No) \_\_\_\_\_

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

Room Assigned \_\_\_\_\_

Date: Posted: \_\_\_\_\_

Maintenance needed: \_\_\_\_\_

Notified \_\_\_\_\_