



<b>For Office Use Only:</b>	
Date Received	__/__/__
Date Entered	__/__/__

## St. Patrick Church

### Use of Facilities Request for Single Parish Events

(One time Event - Rent-Free - Liquor-Free)

Please complete this form with your request for use of parish facilities:

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

Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

### Room RSVP

**What facility do you wish to use?**

Hoban      Boylan      Lane      Muldoon/Kitchen      Church      Narthex

**Approximately how many people** do you expect will attend this event? \_\_\_\_\_

**What date do you require?** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**What time do you need?**      Beginning: \_\_\_\_\_(am)(pm)      Ending: \_\_\_\_\_(am)(pm)

Setup: \_\_\_\_\_(minutes)      Cleanup: \_\_\_\_\_(minutes)

**Doors** for building access from the street to be UNLOCKED      From \_\_\_\_\_      Until \_\_\_\_\_

Notes \_\_\_\_\_

Please return this form to the parish office as soon as possible. You will be notified if your request is granted. If there are any changes to this request, please call the office as soon as possible.

**The room is not reserved until the form is completed, turned in, and approved by the appropriate staff member.** *Usually this approval can be obtained within a week, but it will not be given at the moment you turn in the form.*

**PLEASE BE SURE TO READ AND SIGN THE BACK OF THIS FORM**      **—————>**

# St. Patrick Function Guidelines

General Policy regarding facility/environment/and refreshments:

- Tables and chairs may be requested, however **general room set-up is the responsibility of the group hosting the function.** Staff is not responsible for table set-up, room arrangement, etc.
- To obtain a key to rooms/closets you must complete and sign the Key/FOB release form.
- **No alcohol is to be served on parish premises unless an insurance waiver AND City of McHenry License is purchased through the parish office in advance.** Staff is not responsible for coffee, tea, or any other liquid beverage. Complimentary coffee that is offered in the parish office is not, nor should it be expected to be used for outside functions.
- **The hosting group is responsible for general set-up and clean-up.** The function sheet requires that a time be indicated for each. Set-up is generally just before the event. Staff is NOT responsible for cleaning up after the function. No confetti is allowed. Please leave the room better than the way you found it. If a particular function is not cleaned up, the hosting group will be barred from holding a function at the parish in the future.
- **Weekend Events:** Because of limited parking during the weekends, parish functions must be coordinated around the Mass schedule. Therefore, functions held on Saturday must be over by 3:00 p.m. No function is allowed to take place on Sundays during Mass times.
- Any function involving children must be supervised by person/s who have completed the Protecting God's Children class and meet the diocesan requirements. (how does this get monitored?)

It is our pleasure to share the gifts of God's Church with you. However, it is a gift that brings with it responsibility. It is our hope these simple guidelines will better aid you in planning the function you desire. Please address any questions to our parish office at (815) 385-0025.

After you have read this form, and completed the opposite side, please sign this form to indicate you are aware of the policy and are willing to comply with the guidelines set forth.

\_\_\_\_\_ Name

\_\_\_\_\_ Applicant Signature/Date

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### For Office Use Only

Confirmed on - Date: \_\_\_\_\_ Confirmed with (staff member): \_\_\_\_\_

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