

**Saint Paschal Baylon Roman Catholic Church
Special Event/Fundraiser Registration**



Contact Name: _____ Date: _____
(Please print clearly)

Contact Phone Number: _____ Email: _____

Organization affiliated with Special Event/Fundraiser: _____

Name of Special Event/Fundraiser: _____

Date of Special Event/Fundraiser: _____ Date(s) space will be needed: _____

Time of Special Event/Fundraiser: _____ a.m./p.m. until _____ a.m./p.m.

Space(s) required. (Please circle all that apply)

None	Church	Outside parish campus: _____
Parking Lot	Jette Gym	School Library
O'Brien Hall	School	Eymard Room
Church Narthex	School Gym	Library

Room set up required: Yes No

(If event/fundraiser is to be held over a weekend on SPB property and 75 or more attendees are expected, the Business Manager must be notified at least four weeks in advance to assure availability of Maintenance staff)

Is this a fundraiser? Yes No

If yes, how will the proceeds of this fundraiser be used? Please be specific.

Will alcohol be served/sold? Yes No

(Ohio State law requires security on duty if alcohol is served. Failure to comply may result in legal action. In addition your group will be prohibited from future use of all parish facilities for any event. If alcohol will be served at your event, we will procure a security person(s) for your event. There will be a charge for security.)

You are required to clean up following your event. Please indicate if you will require supplemental clean-up assistance. There will be an additional charge for this service.

Additional maintenance service required: Yes No

*(Signature if staff member authorizing fundraiser and use of parish space.
Note: MUST be approved before added to parish calendar)*

(Date)