

**APPLICATION FOR THE USE OF DIVINE CHILD  
CHURCH/SCHOOL BUILDING FACILITIES**

Name of Organization \_\_\_\_\_

Facilities \_\_\_\_\_

Day \_\_\_\_\_ Date \_\_\_\_\_ Time Needed: From \_\_\_\_\_ To \_\_\_\_\_

What time does function: Begin? \_\_\_\_\_ End? \_\_\_\_\_

**PLEASE SPECIFY WHAT KIND OF FUNCTION/MEETING** (speaker, pancake breakfast, etc.)

**Requirements (PLEASE BE SPECIFIC):**

Tables                      Round \_\_\_\_\_      Long \_\_\_\_\_      (How Many?)

Chairs                      \_\_\_\_\_

Microphone              \_\_\_\_\_

DVD/VCR                      \_\_\_\_\_

Other \_\_\_\_\_

Parish Pantry form attached?      Yes      Later      Not Needed

Do you need Maintenance to unlock/lock facility?      Yes      No

If "No," who is ultimately responsible for unlocking/locking facility?

Name \_\_\_\_\_ Contact Phone No. \_\_\_\_\_

**I have read the conditions, rules and regulations below and will follow them accordingly:**

Person Submitting Form \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_ Today's Date \_\_\_\_\_

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**RULES AND REGULATIONS FOR USE OF DIVINE CHILD FACILITIES**

Application for use of school building facilities must first be submitted to the Principal (or the Pastor, if it involves the Church). In the event permission is given for use of school/church facilities as requested, permission will be granted subject to all conditions, rules and regulations as set forth below:

1. Applications for use of buildings must be made previous to use.
2. Students must be adequately supervised.
3. All furniture and equipment used must be left as it was found to be used the next day if needed.
4. Use of matches or other flammables is NOT permitted.
5. **SMOKING IN ALL CLASSROOMS, AUDITORIUM, GYMS OR ANY ROOM IN ANY BUILDING IS STRICTLY PROHIBITED.**
6. All decorations must conform to Act 207 of the Public Acts of 1941.

The permit holder agrees to compensate for any damage to school property resulting from permit holder's use of same, in such amount as may be determined by the Rectory Office. The permit holder further agrees to save and hold harmless the said school facilities and agrees to assume responsibility for all liabilities arising incident to the occupancy of said facility.