

REQUEST FOR GYMNASIUM USE FORM

Name _____ Date _____

Beginning date of event _____ Ending date _____

Time _____ Number of people attending _____
(Include set-up / clean-up time)

Address _____

Telephone _____ Cell number _____

Type of event _____

ROOM REQUIREMENTS:

_____ Curtain divider up _____ Curtain divider down _____ Bleachers in _____ Bleachers out

_____ Volleyball nets installed _____ Walking mat out _____ Walking mat up

_____ East/West backboards raised _____ East/ West backboards lowered

Other _____

_____ I have been trained to do the above duties _____ I will require training (You will be called to arrange mutually agreed upon date/time)

SECURITY ARRANGEMENTS:

Key # _____ issued on _____ to _____
(Return to the parish office by the morning of the next business day)

Gym to be unlocked and locked by _____

I have received a copy of the Gym Rules and Procedures. I accept the responsibility to ensure they are strictly enforced.

Signature _____

Authorizing Staff Member signature _____
(Staff member signature required for approval of request)

Parish Administrator's signature _____

To be completed by office personnel: Comments / Condition of gymnasium after use. _____
