

ACTIVITY REQUEST FORM

Parish Offices: phone 637-7600 fax 637-3794
747 Harrison Ave, Louisville, KY 40217
lisa@paxchristilou.org

General guidelines for completing activity request form:

1. Events must fit in with the overall mission of the Archdiocese and parish.
2. Submit activity request form to parish offices in care of Business Manager. Please note that **charitable gaming events** require a minimum **90 day notice** due to the requirement that a gaming license has to be obtained before an event can be promoted. **Non-gaming events** require a minimum **30 day notice**.
3. The Business Manager will contact the Point of Contact to review calendar conflicts, request additional information and/or notify of request status.

TODAY'S DATE _____

PARISH St. Elizabeth Our Mother of Sorrows St. Therese

NAME OF ACTIVITY _____

Activity Date(s) _____ Start _____ End _____

Activity Date(s) _____ Start _____ End _____

Using the activity detail box on page 2, describe the activity including purpose, goal and expected revenue/costs (if any). Please be specific.

Reservation of Space for Setup: Date(s) _____ Start _____ End _____

Reservation of Space for Tear Down: Date(s) _____ Start _____ End _____

PLEASE NOTE: *With rare exception, Maintenance Staff assistance with setup and tear down will be limited to only major parish fundraising activities or those parish activities where it is not physically feasible for the participants to perform those functions themselves. Staff assistance should be limited to standard work schedules unless special arrangements have been made with the Business Manager. Please use the additional comments box to advise of special needs.*

POINT OF CONTACT (POC) _____

POC's phone number and e-mail address: _____

FACILITIES *(circle all that apply)*

<i>St. Elizabeth</i>	Church		Cafeteria			
<i>Our Mother of Sorrows</i>	Church	Gym	Cafeteria	Rectory	Lyons Den	Upper Room
<i>St. Therese</i>	Church	Gym		Rectory		

Keys required? _____ Alarm code required? _____

CHARITABLE GAMING **Y** **N**

If yes, licensed Gaming Chairperson: _____

