

# Our Lady of the Lake (OLL)

P.O.Box 800, 1037 W. Houghton Lake Dr. • Prudenville, Michigan 48651

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## FACILITIES REQUEST FORM

To facilitate effective scheduling of Our Lady of the Lake Parish facilities, all groups are requested to complete a FACILITIES REQUEST FORM for each event to be held. For all events at parish facilities (church and school complex, parish grounds) this form shall be presented to the parish secretary. The signature of the Pastor, Associate Pastor or School Principal shall constitute official confirmation of approval.

**Date(s) Requested:** \_\_\_\_\_ **Reserved Time:** \_\_\_\_\_ to: \_\_\_\_\_

**Actual Event Time:** \_\_\_\_\_ to: \_\_\_\_\_

**Event:** \_\_\_\_\_ **Sponsoring Group:** \_\_\_\_\_

**Number of Participants:** \_\_\_\_\_ **Contact Person & Phone:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

### Church Use:

- Church/Gathering Space     Conference Room/Small Meeting Room  
 Parish Hall/School Cafeteria\*     other \_\_\_\_\_

### School Use:

- Kitchen     Cafeteria/Parish Hall\*     Gym     Atrium  
 Library     Class rooms - Specify Room #'s \_\_\_\_\_  
 other \_\_\_\_\_

*\*N.B. Funeral Luncheon use of Parish Hall (by nature unforeseen) takes precedence. Please take this into consideration when planning use of the Parish Hall.*

**Special Equipment Needed:** \_\_\_\_\_

**Arrangements for Meals/Refreshments:** \_\_\_\_\_

**Special Arrangements/Set-up Instructions:**                       **Diagram of set-up on reverse side**

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**COMPLETED BY OLL PARISH STAFF**

*(If Applicable)*

**Received By:** \_\_\_\_\_ **Date** \_\_\_\_\_ **Donation:** \$ \_\_\_\_\_

Written confirmation/denial of request will be sent to requesting department/group in a timely manner. \_\_\_\_\_

**Pastor's or Associate**

**Pastor's Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

**Principal's Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

*(If Applicable)*

**Diagram of Facility Set-up**