Saint Augustine Parish
Facilities Use Request Form

The St. Augustine Center for Religious Education and Ministry, St. Augustine Church, St. Rita Hall & Good Counsel Hall are available for use, pending the approval of the Pastor, for individuals and groups directly associated with St. Augustine Parish. Groups not associated with the parish may also use the facilities if available. A separate form is available for non-parish groups.

All requests for usage of St. Augustine Parish Facilities must be submitted, in writing on the form below to:

St. Augustine Parish Center
35 Essex St.
Andover, MA 01810
Attn: Patty Ehlbeck

Although persons may request a specific meeting room or location, space will be assigned based on availability. **All persons filling out this form do so with the understanding that the first priority for use of the facilities is given to the Sacramental Ministry of the Church and the Religious Education Program.**

Name of Group/Organization _____

Request Made By _____

Affiliation to Group _____

Address _____ Phone # _____

Email _____

Date Requested

1st Choice _____

2nd Choice _____

Time of Use (please allow time for set-up, break-down, clean-up)

Start Time _____

End Time _____

Facility Requested

_____ Center for Education and Ministry
Room Number _____

_____ St. Augustine Church

_____ St. Rita Hall

_____ Good Counsel Hall

Number of people expected to attend _____

Do you need the kitchen facilities? _____ Yes _____ No

If yes, will you be using a caterer? _____ Yes _____ No

do you need the stove? _____ Yes _____ No

NOTES:

- **If you are not using a caterer, no food, cooked or uncooked may be brought in unless supervised by a certified food handler**
- **Event organizer is responsible for taking attendance. In case of emergency, please make sure that all attendees are accounted for. This attendance sheet must be maintained for 2 weeks following the event.**

Describe the purpose of the meeting & space needed

_____

_____

_____

Signature _____ Date _____