

St Augustine Parish
35 Essex St.
Andover, MA 01810
Phone: 978 475-0050 Fax: 978 475-3078 Email: info@staugustineparish.org
www.staugustineparish.org

Application Form for Use of Facilities – Private Events

The St. Augustine Parish Center for Education and Ministry is available for private events. St. Augustine Parish reserves the right to approve or decline requests for usage based on availability and care of the property.

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

NOTE: If you are not using a caterer, no food, cooked or uncooked may be brought in unless supervised by a certified food handler

Describe the intended use or activity

Suggested donation is _____

Signature _____ Date _____