

Event Request Form



Saint Thomas More Catholic Church

10935 S. Military Trail
 Boynton Beach, FL 33436
 (561) 737-3095 www.STMBB.org

FOR OFFICE USE ONLY			
Approved?	Yes	No	
Notes	Placed online calendar		
	Email added to CC list		
	Updated directory		

Date submitted	Name of person submitting			
Name of Person Submitting	Ministry Name (if applicable)			
Event Date	Event is:	<input type="checkbox"/>	One time	<input type="checkbox"/>
				Repeating
Building	Room			
Purpose/Description of Event				
Contact Name	Phone Number			
Contact email address				

As the Ministry Leader, you take full responsibility for your Ministry Group’s usage of St. Thomas More’s facilities. Please read the list below carefully and initial each item.

As the Ministry Leader, I will be held responsible to:

	Check that the doors are locked and secure before you leave at the end of the event.
	Make sure all lights/fans are turned off
	Check that room has been left clean
	Check that furniture has been moved back to original state in which it was found prior to the meeting.
	Contact the Parish Office if meeting was cancelled

I understand that:

	Priority is given to the Church-hosted parish events and that rescheduling of these dates may occur at the discretion of the Parish Office.
	I will be held liable for any damage to rooms or the facility caused by misuse of the facilities.

Signature	Date signed