



Saint Lucy Parish

2350 Winchester Blvd., Campbell, CA 95008
Tel. no. 408-378-2464 * Fax no. 408-378-5548 * stlucyparishoffice@dsj.org

OUTSIDE USER FACILITY REQUEST FORM

St. Lucy facilities are intended for the exclusive use of St. Lucy parish and school. Non-parish groups may use the parish facilities if they are available, there is no impact on other planned parish or school activities, and the purpose is in concert with Catholic values and the St. Lucy Parish Mission Statement. No for-profit, personal, or private use permitted. Events and meetings that recur more often than once a year are not accepted. There is a \$250.00 non-refundable fee to use any facility for any reason. In some cases a \$1,000,000 insurance waiver must be obtained from the Diocese and be on file in the parish office before the facility may be used.

Name of the EVENT OR GATHERING:

Organization: _____

***DATE of the Event or Gathering:** _____

TIME: From _____ To _____ (include set-up and clean-up)

Actual start time: _____ Actual end time: _____

Description of Event: _____
(if more space is needed please attach separate sheet) _____

FACILITY REQUESTED:

- | | | |
|---------------------------------------|--|---|
| <input type="checkbox"/> Church | <input type="checkbox"/> PAC A (large room) | <input type="checkbox"/> Gym |
| <input type="checkbox"/> CCD Office | <input type="checkbox"/> PAC B (with tables) | <input type="checkbox"/> Annex |
| <input type="checkbox"/> Lally Center | <input type="checkbox"/> PAC C (no tables) | <input type="checkbox"/> Kitchen in the Annex |

Administrative Staff will confirm scheduling details with:

Name: _____

Email: _____

Phone: _____

*** Today's Date:** _____

* All requests must be made at least 30 days prior to event.

All requests must be approved before scheduling.

Raymond Langford / Fr. Kevin Joyce

Date