

Office Use  
Received: \_\_\_\_\_  
Recorded on Calendar: \_\_\_\_\_

**ST. ANDREW PARISH  
REQUEST TO USE  
GATHERING SPACE**

Group Requesting: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date(s) Needed: \_\_\_\_\_ Time(s): \_\_\_\_\_

Purpose: \_\_\_\_\_  
(Must relate to St. Andrew Parish and/or community events sponsored by St. Andrew)

**GUIDELINES:**

**Request must be made *at least 2 weeks* prior to event**

NO more than 2 groups per date/time (1 group preferred)

NO more than one group selling per date/time

Limit of two (2) consecutive weeks

Limit of one long table per group (Two tables with Fr. Jack's permission)

Special requests must be approved by Fr. Jack \_\_\_\_\_

\_\_\_\_\_  
Contact Signature

\_\_\_\_\_  
Date

\* \* \* \* \*

(Please return this form to Admin. Assistant for filing)