

HOLY SPIRIT FACILITY REQUEST

The community of Holy Spirit was formed to share and spread the Good News of Jesus Christ through worship, education, celebration and evangelization. The facility may be used by all parish groups for these purposes. Due to the size of the parish, it is necessary to reserve the space and get prior approval. Locking instructions and key check-out may be necessary.

Please submit a completed request form no less than 2 weeks in advance of your event.

The gym request form should be submitted to the school office or FAX 288-5155.

The request form for all other rooms:
Mail to 5455 50th Ave. NW, Rochester, MN 55901; FAX to 292-9547; or bring to the Parish Office.

Holy Spirit Catholic Church /School

GYM USAGE REQUEST

Submit to School Office



Date request is made: _____

Date needed: _____ From: _____ to: _____

Purpose: _____

Additional needs: _____

Requested by: _____

Phone #: (H) _____ (W) _____

E-mail: _____

Approved by: _____

Today's Date: _____

REQUEST FORM FOR ALL OTHER ROOMS EXCEPT THE GYMNASIUM Submit to Parish Office

Room(s) or space requested: _____

Purpose: _____

Date(s) needed: _____ Time of event: from _____ to _____

Recurring day of week or month needed: _____ Time: from _____ to _____

Set up time needed: _____ hrs. _____ mins. Clean up time needed: _____ hrs. _____ mins.

Additional needs: _____

Maintenance man needed? (Billed at \$25 / hr. when facility is normally closed) _____ yes _____ no

Requested by: _____ Phone #: (H) _____ (W) _____

E-mail: _____ (or) _____



Approved by: _____ Entered in Facility Scheduler: (date) _____ by _____

Unable to schedule because: _____