

HOLY ROSARY CHURCH
1724 MADISON STREET
NEW HOLSTEIN, WISCONSIN 53061
920-898-4884
hrparish_1@charter.net

**EVENT/FUND RAISER REQUEST FORM
AND
REQUEST FOR RESERVATION OF CHURCH FACILITIES**

Request for use of parish facilities from July 1, 2008 to June 30, 2009. All parish organizations and groups must submit a request for all meetings, activities and fund raisers.

NAME OF ORGANIZATION:

NAME OF PERSON IN CHARGE OF THE EVENT(S):

EVENT/FUND RAISER:

DATE:

TIME EVENT/FUND RAISER BEGINS:

TIME EVENT/FUND RAISER CONCLUDES:

IF THIS IS A REQUEST FOR A RECURRING EVENT/FUND RAISER, DATES REQUESTED:

CHURCH FACILITIES REQUESTED:

APPROXIMATE NUMBER OF PEOPLE USING THE FACILITIES:

Please return to parish office by June 30 for approval .

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898-4884920-
hrparish_1@charter.net

June 10, 2008

To: All groups requesting use of Holy Rosary Parish Facilities

From: Parish Council

Re: Activity Request Forms

All parish organizations, committees and groups who use our facilities are asked to schedule all activities, fund raisers, etc. in advance so as to create a master calendar. By asking organizations and committees to plan ahead with their current activities, the parish can avoid scheduling conflicts/ fund raising overlaps, etc. and to better plan overall use of our limited space. If your group has a sub-committee under your organization or committee, it is your group's responsibility to make them aware of this requirement.

If your organization or committee has any new activities/fund raisers that may arise during the year, they can only be placed on the calendar as they fit around the other parishes' activities.

The Parish Council has the right to refuse any event/fund raiser not submitted and not approved in a timely manner.

Please complete the enclosed form and return it to the parish office. If someone other than yourself is responsible for your organization or committee's use of our facilities, please give this information to that person. Thank you.