

FACILITY USE REQUEST FORM

Saint Francis of Assisi Church, Townsend, Tenn.

Contact person name and complete address:

Contact email address:

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Contact telephone number: (_____) _____ - _____

Facilities requested:

Equipment requested:

Date and time requested:

For liturgical use involving visiting clergy, please give the name and contact information of the cleric:

Activity to be held:

You are responsible for reading and following all relevant parochial and diocesan policies concerning the use of the facilities requested. This request will be considered only after all required paperwork is completed and any required fees are paid and/or deposits are made.

Signature of responsible party:

Date signed: _____/_____/_____