

The Church of the Holy Spirit

245 West Pine Street

Palmyra, PA 17078

Phone: (717) 838-3369

Fax: (717) 838-3065

*Parish Committee and/or Organization
Facility Request Form*

Please Print All Information

Date: _____

Name: _____

Address: _____

Telephone: (W) _____ (H) _____ (C) _____

Parish Committee or Organization: _____

Facility Desired: Church _____ Social Hall _____ Veranda _____

Classroom: _____ If "Classroom", Please Identify by Number: _____

Will You Need This Facility on a Regular Basis? Yes _____ No _____

If a "One Time Event", Please Fill Out the Following:

Date Needed: _____ Time of Event: _____ AM _____ PM _____

Set Up Time: _____ Clean Up Time: _____ Approx. Number Attending: _____

Will You Need Access to the Kitchen? Yes _____ No _____

I have read the Facilities Use Guidelines and agree to abide by them:

Signature of Responsible Party/

Person Requesting Use of the Facility

Approved: Yes _____ No _____

Pastor/Parish Manager Initials _____

Notified: Date _____

Info on Parish Calendar?