

# Holy Spirit Catholic Church Facility Usage Request Form

Date \_\_\_\_\_

Please fill out this form to request facility usage at Holy Spirit. Please send to the parish office at:

Holy Spirit  
515 Albert St S  
St. Paul, MN 55116

Attn: Ashley de los Reyes,  
or email Ashley at delosreyesa@holy-spirit.org. For questions, call (651) 698-3353 x207

\_\_\_\_\_  
**Event Name**

\_\_\_\_\_  
**Date of Event and Time Period**

\_\_\_\_\_  
**Number of People Attending**

\_\_\_\_\_  
**Set-up Time Period (if different)**

**Is this a recurring event?**

\_\_\_\_\_  
**Yes**

\_\_\_\_\_  
**No**

**Recurring Event Dates**

\_\_\_\_\_  
**Is this event open to the public?**

\_\_\_\_\_  
**Yes**

\_\_\_\_\_  
**No**

**Will alcohol be served?**

\_\_\_\_\_  
**Yes**

\_\_\_\_\_  
**No**

**Will there be an outside vendor (auctioneer, bartender, performer, etc.)?**

\_\_\_\_\_  
**Yes (give name)**

\_\_\_\_\_  
**No**

**Contact Name** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Cell Number** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Room Requested**

**Comments**

- \_\_\_\_ Church
- \_\_\_\_ Howley Hall
- \_\_\_\_ Church Kitchen
- \_\_\_\_ Annex
- \_\_\_\_ Thomas Aquinas Library
- \_\_\_\_ School Commons
- \_\_\_\_ School Kitchen
- \_\_\_\_ Flames Gym
- \_\_\_\_ Mary Library
- \_\_\_\_ Visitation Conference Room
- \_\_\_\_ Art Room
- \_\_\_\_ Locker Bay