

**Little Flower Facilities Reservation Form for Parish Sponsored Events**  
**5560 Kirby Ave. Cincinnati, Oh 45239, 541-5560, Fax 681-2631**

Events on Saturday must end by 3:00 p.m. and cannot start before 6:00 p.m. Sunday events cannot start before 12:30 p.m. The cafeteria and Parish Center cannot be scheduled before 4:00 p.m., Monday-Friday.

Organization and individual requesting use \_\_\_\_\_

Name of event \_\_\_\_\_

Person in Charge \_\_\_\_\_ Email \_\_\_\_\_

Phone (day) \_\_\_\_\_ (cell) \_\_\_\_\_ (night) \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

1. Area Requested:

\_\_\_\_\_ Cafeteria (maximum capacity 200)

\_\_\_\_\_ Concession deck

\_\_\_\_\_ Adult Ed. Rm. (maximum capacity 25)

\_\_\_\_\_ Fields

\_\_\_\_\_ Parish Center (maximum capacity 500  
with concentrated seating)

2. Days/dates (mm/dd/yy) requested for meeting/event?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Setup Time (if applicable) \_\_\_\_\_

Start Time \_\_\_\_\_

End Time \_\_\_\_\_

Cleanup Time (if applicable) \_\_\_\_\_

3. Any exceptions to the frequency (certain dates or months) you are not meeting? \_\_\_\_\_

\_\_\_\_\_

4. What is the average number of people who attend your meetings/function? \_\_\_\_\_

5. In the event of scheduling conflicts, are your meeting dates flexible? \_\_\_\_\_

6. Who is responsible for obtaining keys and securing the building after meetings? \_\_\_\_\_

\_\_\_\_\_

7. Do you have permanent custody of keys to any parish buildings or facilities? \_\_\_\_\_yes \_\_\_\_\_no

If yes, describe which keys you have and why you need them: \_\_\_\_\_

\_\_\_\_\_

8. I agree to the terms and the attached guidelines for use of the facilities and accept full responsibility for any damage to the building or contents that may occur during the time I have indicated the event is taking place.

\_\_\_\_\_  
Signature of person in charge

\_\_\_\_\_  
Date