

Youth Ministry and Committee – Facility Request Form

All ministry scheduling requests must be submitted to the Cathedral office on this form.

Request submitted By: <small>Must be individual designated as main contact for ministry</small>	
Cell phone #:	E-mail:

Date and time of event:	
Is this a reoccurring event?: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, start date is:	Ending date is:
<input type="checkbox"/> Weekly, specify day of week: _____ <input type="checkbox"/> Monthly, specify which day and week of month: _____ (example: Monthly: Monday, 2 nd week of each month)	
Location requested: <small>Attach floor plan request, if needed.</small>	
Is the Proistamenos or Presbyter requested for this event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Additional Resource requested:	
Ministry initiating request:	
Purpose of Request: <input type="checkbox"/> Meeting <input type="checkbox"/> Practice/Rehearsal <input type="checkbox"/> Special Engagement	
Describe purpose:(attach additional documentation, if necessary for evaluation)	
Is communication of this event requested to be included in the weekly bulletin? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach detail.	

Office Use Only:	Request received:	Log ID:	
Request reviewed on:	/ /	Requestor contacted on:	/ /
Outcome of request: <input type="checkbox"/> approved, as is <input type="checkbox"/> approved with changes <input type="checkbox"/> denied			
Comments:			