



The Parish School of Saint George
And Saint Margaret

Facilities Rental Request Form

Instructions:

1. Any party interested in renting Our Lady of Mercy School facilities, please complete the following application and e-mail to the facility rental representative at OLMMadison@gmail.com or mail to 149 Neck Road, Madison, CT 06443.
2. Upon receipt and review of the above application, someone will be back in touch with the applicant within one week from the date of receipt.

Date of Application: _____

Applicant Information:

Name: _____

Address: _____

Phone Number: _____ E-Mail Address: _____

Please circle the category that best describes the applicant:

Category A (Individual or Organization affiliated with OLM) **Category B** (Individual or Organization not affiliated with OLM)

Event Details:

Date(s) of Event: _____

Time(s) of Event: _____ to _____
_____ to _____

Description of Activity/Event: _____

Facilities to be rented: (please circle)

Gymnasium Gymnasium with Kitchen Facilities Classroom Library

Additional Equipment Needed: (please circle)

Tables Chairs Screen Kitchen Staff

I have read and/or am aware of the *Conditions for the Use of School Facilities* and the *Fee Schedule* (both documents can be found on the olm web-site at www.olmschoolo.com)

Signature of Applicant

Date