



Divine Mercy Catholic Church

2231 Club Center Drive, Sacramento CA 95835

Tel: (916) 256-3134 Fax: (916) 265-1999

Email: divinemercury.parish@sbcglobal.net Website: www.divinemercuryatomas.com

Request To Use Parish Facilities

STEP 1: Complete this form & submit to Parish Office for approval.		Date Submitted:
Name of Ministry, Religious Group or Organization or Parishioner:		
Purpose of Usage:		
Proposed Date & Time of Usage:		Room Preference:
Contact Person:	Email:	Phone:
STEP 2: Parish Office Review		
<input type="checkbox"/> Parish Staff Reviewed	<input type="checkbox"/> Approval	
No Conflict By:	By:	Date:

Parish Facilities Usage Guidelines:

1. Date and time is subject to Pastor's approval. Your meeting may be pre-empted at Pastor's discretion.
2. User is requested to make reservation for room use, at least two weeks prior to use date.
3. User agrees to notify the Parish Office immediately and cancel reservation if room is not required as reserved.
4. User is responsible to obtain key from the Parish Office prior to use, or contact office to place key in lockbox (located on Parish Office door).
5. Parish personnel will no longer be access doorman, if user fails to obtain key.
6. User agrees to return key following day to the Parish Office or lockbox after use.
7. User will be provided an inventory of equipment assigned to room.
8. User agrees not to move equipment to another room.
9. User agrees to clean up facility after use of room.

User Agrees to the Facilities Usage Guidelines	
Date:	Accepted By:

This is your Church but many others need to use the same space. Please be courteous and considerate of all Ministries and Groups. Thank you.

PARISH USE ONLY: Approved for the period _____ through _____.

Parish Facilities Room Inventory

	P1	P2	P3	P4	P5	P7	P8	P9	Narthex
TV Make	Insignia	Sceptre	NEC	Samsung	Sceptre	Sceptre	Insignia	Insignia	Samsung
TV Size	39	39	50	39	39	39	39	39	52
TV Remote	Y	Y	Y	Y	Y	y	Y	Y	Y
TV Stand/Mobile	Mobile	Stand	Mobile	Stand	Mobile	Mobile	Mobile	Mobile	Stand
DVD	Philips	Pioneer	Questar	Sony	NAXA	MP3	Philips	Philips	Sony
DVD Remote	Y	N	Y	Y	Y	Y	Y	Y	Y
Speaker/Soundbar	Y	Y	N	Y	Y	Y	Y	Y	Y
Storage Cabinet	Y	Y	Y	Y	N	N	Y	Y	N
Shelves	N	N	Y	Y	Y	N	N	N	N
Crucifix	N	Y	Y	Y	Y	Y	Y	Y	Y
Desk	N	Y	N	Y	Y	Y	N	Y	N
Desk Chair	N	N	N	Y	N	N	N	N	N
Student Chairs	31	30	25	22	30	27	15	20	100
Folding Tables	5	5	5	6	5	5	6	6	10

Note :

- P5 has padded chairs and 48" round wood table.
- P9 has padded chairs.