

REQUEST TO USE PARISH FACILITIES/SPONSOR A FUNDRAISING EVENT

Name of the Parish organization sponsoring this event: _____

Sponsorship: Has this activity been approved by the governing board of the sponsoring Parish organization?
_____ Y _____ N

Name of the event: _____

Proposed date of event: _____

Number of persons that are expected to attend/benefit from this event: _____

Description of the event: _____

Organization benefiting from this event (ultimate recipient of the funds): _____

Planned use of the funds: _____

Estimated financial revenues & expenses. Please attach details such as cost per person, detailed expected expenditures, anticipated donated items, etc.

Revenues: \$ _____

Expenses: - _____

Net Proceeds: \$ _____

Insurance: Is the sponsoring Parish organization providing liability insurance coverage for this event, or do you propose to rely on the Parish insurance coverage? _____ Y _____ N

Tax Exemption: (a) Do you wish to have checks from this event made payable to "St. Mary's Church" or otherwise utilize the Parish's tax exemption? _____ Y _____ N

(b) If so, will your financial records be open to audit by the Parish? _____ Y _____ N

Does this activity involve any of the following?

Gambling _____ Y _____ N

Alcoholic beverages _____ Y _____ N

Extra-hazardous activities such as carnival-type bouncing/jumping inflatables, rock climbing, bungee jumping, dunk the dolly", fireworks, etc. _____ Y _____ N

We certify that the information contained herein is true, correct and complete and that the proposed activity will be conducted as described herein.

Activity Coordinator for Sponsoring Parish Organization

Chairperson - Sponsoring Parish Organization

Phone No:

Staff Liaison - Sponsoring Parish Organization

Approval:

Pastor: _____

Finance Council Chairperson: _____

Date Approved: _____

Organizations are allowed a total of three fundraisers per year and two weeks consecutively.

Please call 330-653-8118 ext. 250 if you have any questions or need additional help.