



# Winton Wyoming Pastoral Region

*Our Lady of the Rosary – Greenhills, OH St. James of the Valley – Wyoming, OH  
St. Matthias the Apostle – Forest Park, OH*

## Application for Use of Parish Facilities

- Minimum of 4 weeks before event date required in order to schedule
- Liability insurance must be in place 3 weeks prior to event

**Name of Responsible Parishioner Applicant:** \_\_\_\_\_

**Name of Parish at which Applicant is a member:** \_\_\_\_\_ **Envelope Number** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Phone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**APPLICATION DATE:** \_\_\_\_\_ **EVENT DATE:** \_\_\_\_\_ **EVENT TIME** \_\_\_\_\_

**EVENT NAME:** \_\_\_\_\_

**Facility Requested:** (NOTE: Facilities at each parish are not available for rent during scheduled masses)

- Our Lady of the Rosary:** Media Room  Cafeteria   
**St. James of the Valley:** Cafeteria  Gymnasium  Media Room  Conference Room   
**St. Matthias the Apostle:** Lonsway Hall  Shelter  Shelter and Kitchen Access

Rental rates: OLR and St. James - \$35 per hour St. Matthias - \$75 per hour (Lonsway) / \$40 per hour (Shelter) plus \$200 deposit

**Number of Attendees (approximate):** \_\_\_\_\_ **Additional set-up time requested:** \_\_\_\_\_ hour

Insurance Company	Date Received	Staff Initials

Check Purpose	Check Number	Check Amount	Date Received	Staff Initials
Deposit (STM only)				
Rental Fee				

- Hold Harmless Agreement Accepted / Signed Yes \_\_\_\_\_
- Regulations Form Agreed and Signed Yes \_\_\_\_\_
- Entry & Exit Information Given & Received Fob / Code \_\_\_\_\_

**Signature of Parishioner Applicant** \_\_\_\_\_

**WWPR Staff Signature** \_\_\_\_\_