



# Corpus Christi Facility Access Request

Parish Ministry: \_\_\_\_\_ Name of Ministry Head: \_\_\_\_\_

Name of person requesting access (must be registered parishioner): \_\_\_\_\_

Reason for access: \_\_\_\_\_

Which other members of this Ministry have access: \_\_\_\_\_

**Please check facility requested:**

Parish Hall-South \_\_\_\_\_

Marge Knight Room \_\_\_\_\_

Gil Hesse Room \_\_\_\_\_

School \_\_\_\_\_

*Schedule directly with school 632-5092*

Parish Hall-North \_\_\_\_\_

Church \_\_\_\_\_

Office Basement Storage \_\_\_\_\_

PH Kitchen \_\_\_\_\_

Church/Youth Room \_\_\_\_\_

Office Dining Room \_\_\_\_\_

One-time Event:      Date & Day: \_\_\_\_\_

Time of event:      Start: \_\_\_\_\_ End: \_\_\_\_\_ Set-up: \_\_\_\_\_ Clean-up: \_\_\_\_\_

Event Recurring Dates: \_\_\_\_\_

Time of event:      Start: \_\_\_\_\_ End: \_\_\_\_\_ Set-up: \_\_\_\_\_ Clean-up: \_\_\_\_\_

**For the safety and security of persons and property, I acknowledge that the badge access requested should not be shared with anyone, especially anyone under the age of 18. Improper use of this access code can jeopardize my ownership of badge access in the future.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Official Use Only**

Date assigned: \_\_\_\_\_ Badge #: \_\_\_\_\_ Key #: \_\_\_\_\_

Expires: \_\_\_\_\_ Returned on: \_\_\_\_\_

Denied: \_\_\_\_\_ Reason: \_\_\_\_\_

Signed: \_\_\_\_\_