

# FACILITY REQUEST FORM

To schedule meetings/events at St. Thomas More Parish  
800 Ohio Pike, Cincinnati, Ohio 45245

Requestor: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Requestor Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Organization: \_\_\_\_\_  
*[i.e. School, PTO, PSR, etc.]*

Name of Meeting/Event: \_\_\_\_\_

Date(s) of Meeting/Event: \_\_\_\_\_  
*[If a recurring event, list start and stop date]*

Recurrence Pattern: \_\_\_\_\_  
*[i.e. 4th Tuesday of each month]*

Date Exceptions: \_\_\_\_\_  
*[If a recurring event, list dates to be deleted due to no school, holidays or rescheduled to a different date]*

Meeting Actual Start & Stop Time: \_\_\_\_\_  
*[Time meeting will start and stop, not including set-up and clean-up time]*

Number of Children Attending: \_\_\_\_\_

Virtus Adults: 1 \_\_\_\_\_ 2 \_\_\_\_\_  
*[If any children attend: a minimum of 2 Virtus approved adults must be present. Ratio of 1:10 after the 2 minimum]*

Porter: \_\_\_\_\_  
*[Person responsible for the event who has keycard access. Please indicate if any doors should be programmed to unlock and what times]*

Facility(s) requested: *\*Code—use facility codes listed below for each facility you wish to schedule*  
*\*\*From/To—total time facility will be in use—including set-up and clean-up*

*Code	**From	**To	Remarks/Additional Info.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**\*FACILITY CODES:**

- CH—Church
- CLR—Classroom (specify room-8M, Art, Music, etc.)
- CRD—Conference Room D (Teacher’s Lounge)
- FFR—Faith Formation Room (DRE Office)
- FHH—Fr. Heider Hall (Common Area)
- FHH/RR—Fr. Heider Hall Restrooms
- FWL—Fr. Wack Library
- GYM

- KIT—Kitchen
- LAB—Computer Lab
- LIB—Library (school)
- MMA—More Martyr Hall A (left side)
- MMB—More Martyr Hall B (right side)
- PDR—Parish Dining Room
- PDRC—Closet (cleaning supplies, video)
- PS—Picnic Shelter

**Return this completed form to Donna Buchheit in the parish office —  
Fax to (513)753-2542 or Email to [dbuchheit@sttm.org](mailto:dbuchheit@sttm.org)**