

# FACILITIES USE PROCEDURE

Thank you for inquiring about use of the St. John Fisher School facilities. Please refer to the procedures below in order to make arrangements.

1. All requests must be received **a minimum of one week in advance of event** in order to determine if the facilities is available. Requests are to be sent directly to Chris Vancil @chrisv@sjfschool.org or @ 503-246-3234 ex. 10.
2. All requests must include:
  - a) Name of group/organization (parish/school) (non-parish/school)
  - b) Person requesting use including phone number(s)
  - c) Facilities being requested: (gym, cafeteria, athletic field, etc.)
  - d) Date/s required including start and end times
  - e) Number of estimated people at event
  - f) Proof of Group Insurance Policy  
(\$1,000,000 general liability + \$1,000,000 sexual misconduct)

In all cases, school functions and activities have priority over all other events. We cannot guarantee that your event will not be cancelled for emergencies that do occur. We will make every effort to give advance notice of any change in the schedule and appreciate your cooperation and support.