

***Saint Joseph Cathedral***  
***145 Lowell Street***  
***Manchester, New Hampshire 03104-6135***

603-622-6404 (Telephone)  
603-626-4415 (Fax)

**Facility Requisition Form**

Event: \_\_\_\_\_

Date Facility Needed: \_\_\_\_\_

Time Facility Needed: (Please include set up and clean up times)

\_\_\_\_\_ (am/pm) to \_\_\_\_\_ (am/pm)

Sponsoring Agency: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone Number ( ) \_\_\_\_ - \_\_\_\_\_

Please check the appropriate use of the facility

\_\_\_\_ Cathedral Event \_\_\_\_\_ Diocesan Event

\_\_\_\_ Other (please specify) \_\_\_\_\_

**Facility Requested:**

- Only requested facility will be available
- Set up and clean up fee of \$50 is required for all non-parish events
- Facilities are closed at 10:00 PM (*other accommodations will be considered*)
- Please fill out appropriate section for each facility requested

Cathedral \_\_ (Section A)      Chapel \_\_ (Section A)      Church Hall \_\_ (Section B)

Rectory Conference Room \_\_ (*none required*)      Cathedral Library \_\_ (Section B)

Security (*office use only*) \_\_\_\_\_

***Please complete and return at least 14 days prior to the event.***

**Section A Liturgical Needs:** (*Cathedral & Chapel*)

NONE: \_\_\_\_\_

**Will diocesan or Cathedral vestments be required?** \_\_\_\_\_ Yes \_\_\_\_\_ No

Please specify color and number:

*Chasubles:*

\_\_\_\_\_ White \_\_\_\_\_ Green \_\_\_\_\_ Red \_\_\_\_\_ Violet

*Dalmatics:*

\_\_\_\_\_ White \_\_\_\_\_ Green \_\_\_\_\_ Red \_\_\_\_\_ Violet

*Cope:*

\_\_\_\_\_ White \_\_\_\_\_ Green \_\_\_\_\_ Red \_\_\_\_\_ Violet

**Will sacred vessels be required?** \_\_\_\_\_ Yes \_\_\_\_\_ No

Please specify number:

Chalices \_\_\_\_\_ Ciboria \_\_\_\_\_ Monstrance and Luna \_\_\_\_\_

Liturgical Books:    Lectionary \_\_\_\_\_                      Book of Gospels \_\_\_\_\_  
                                  Sacramentary \_\_\_\_\_                      Book of Blessings \_\_\_\_\_  
                                  Ritual Book \_\_\_\_\_                      (*Please specify*) \_\_\_\_\_

**Will you require ?**

Cathedral Musician                      \_\_\_\_\_ Yes                      \_\_\_\_\_ No

Cantor    \_\_\_\_\_ Yes                      \_\_\_\_\_ No

Choir    \_\_\_\_\_ Yes                      \_\_\_\_\_ No

Access to the Organ                      \_\_\_\_\_ Yes                      \_\_\_\_\_ No

Altar Servers                                      \_\_\_\_\_ Yes                      \_\_\_\_\_ No                      \_\_\_\_\_ how many?

Ushers    \_\_\_\_\_ Yes                      \_\_\_\_\_ No                      \_\_\_\_\_ how many?

Pews to be reserved                      \_\_\_\_\_ Yes                      \_\_\_\_\_ No                      \_\_\_\_\_ how many?

How will they be marked ? \_\_\_\_\_

Please specify any special needs.

**Section B Facility Needs** (*Church Hall, Cathedral Library*)

Will tables be required? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ how many?  
(Please fill out table configuration on the reverse side)

Will chairs be required? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ how many?  
(Please fill out chair configuration on the reverse side)

Will the kitchen be required? \_\_\_\_\_ Yes \_\_\_\_\_ No

Who will be responsible for clean up? Cathedral Staff \_\_\_\_\_ Sponsoring Organization \_\_\_\_\_  
(If Cathedral Staff an additional \$50 will be required.)

Please specify any other special needs:

**Chair Set up**

**Table Set Up**

**Kitchen**