

**ST. CHARLES PASTORAL CENTER
CHapel SUPPLIES REQUEST FORM
(Formerly Chapel Usage Form)**

NOTE: This form is for supplies necessary for Eucharistic Ceremonies & Masses. Scheduling and booking of the Chapel **MUST** be done through the Hospitality Manager. **Please complete this form and return a copy to the Office of Divine Worship (815) 838-7098 – and – a copy to the Hospitality Manager (815) 834-4077.**
Email addresses odw@dioceseofjoliet.org - and- NSIEMERS@DIOCESEOFJOLIET.ORG

AGENCY/ORGANIZATION: _____ Insert Agency/Organization Name

DATE OF USAGE: _____ Insert Date to be Used

TIME OF USAGE: _____ Insert Time of Usage

CELEBRATION/CEREMONY: _____ Insert Name of Celebration/Ceremony

NUMBER OF ATTENDEES: _____ Insert Number of Attendees

NEEDS OF GROUP: (PLEASE CHECK) **MASS** **PRAYER SERVICE**

**SPECIFIC NEEDS FOR YOUR CEREMONY
* * * Other than normal Mass Items * * ***

MICROPHONES: (PLEASE CHECK) **YES** **NO**

NUMBER NEEDED: _____

COMMENTS & SPECIAL ARRANGEMENTS:

