

Bosco System Catholic Schools

St. Joseph Attendance Center
PO Box 158
Raymond, Iowa 50667
319-233-5980

Immaculate Conception Center
PO Box 256
Gilbertville, Iowa 50634
319-296-1089

Don Bosco High School
PO Box 106
Gilbertville, Iowa 50634
319-296-1692

Facility Request

Date of Event _____

Contact Person _____ E-mail _____

Organization (Name of Group) _____

Mailing Address _____

Phone/Cell Number _____

Purpose of Use / Description of Event: _____

Admission Charge? Yes No Anticipated Attendance _____

Reservation Request: (check all facility areas needed)

___ Gym only Time Needed _____

___ Commons only Time Needed _____

___ Gym and Commons Time Needed _____

___ Commons and Kitchen Time Needed _____

___ Commons, Kitchen, Gym Time Needed _____

FOR OFFICE USE

Request taken by: _____ Date _____

Denied ___ Approved ___

Staff On Call (or staff contact for event) _____

Deposit: _____ Date Received _____ Date Refunded _____

Rental Fee: _____ Date Received _____

Facility Agreement(s): Date Sent _____ Date Received _____

Notes on Facility Condition after rental _____
