

# St. George Syro Malabar Catholic Church

Paterson, New Jersey 07503

---

## Letter of request to use the Auditorium of the Church

I am writing to formally request the use of the church auditorium for an event. Below are the details of the proposed event:

- 1) **Your Name:** .....
- 2) **Your Address:** .....  
.....  
**Tel:** ..... **Email:** .....
- 3) **Proposed Date:** .....
- 4) **Proposed Time:** .....
- 5) **Expected Attendance:** [Number of attendees] .....
- 6) **Event Purpose:** [Briefly describe the purpose of the event, e.g., "Birthday Party", "Graduation Party", "Workshop", etc.] .....  
.....

**While making this request, I fully agree to comply with the terms and conditions set by the Church for the use of its auditorium.**

Name:..... Signature :..... Date: .....

---

### Approval Details

(For Office Use only)

Approval By:

Pastor/Vicar (Name & Signature) .....

Date .....

Trustee (Name & Signature) .....

Date .....