

# SAINT JAMES CATHOLIC PARISH – MONTAGUE

## Documentation Ministry

### Service Request Form

**NOTE:**

*The founding purpose of this Ministry is to gather, share and retain historical documentation for Saint James Catholic Parish Montague use, and that of future Parish generations to follow.*

REQUEST			
REQUESTER NAME / GROUP	SUBMIT DATE	SERVICE DATE	SERVICE TIME
REQUESTER EMAIL ADDRESS		REQUESTER CONTACT PHONE NUMBER	

LOCATION		
FACILITY	ADDRESS	ROOM

SERVICE TYPE					
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO
PHOTO		VIDEO		OTHER	
BRIEF DESCRIPTION OF THE REQUEST: IE Baptism; Wedding Renewal; Benefit Dinner; etc.					

LIABILITY WAIVER INFORMATION			
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO
ARE ANY MINORS 16 YEARS OLD AND YOUNGER INCLUDED?		IF SO, HAVE SIGNED PARENTAL/GUARDIAN RELEASES BEEN GIVEN?	

**DOCUMENTATION MINISTRY POLICY:**

*Any photo/video documentation of any minor 16 years of age or younger shall have prior signed and dated waiver from the minors parent or guardian. Therefore any submitted request to Saint James Documentation Ministry inclusive of minor coverage must be accompanied with copies of their signed and dated waivers. Any and all photo/video of those non-waivered minors will not be permitted.*

REQUESTER SIGNATURE	DATE OF SIGNATURE
DOCUMENTATION MINISTRY LEADER SIGNATURE	DATE OF SIGNATURE
ASSIGNED TO	DATE ASSIGNED