



Facility Scheduling Request Form

Date: ___/___/___ Event Name: _____

Organization Name: _____

Contact Person: _____

Address: _____ City/State: _____ Zip/Postal Code _____

Phone: (____) _____ - _____ Fax (____) _____ - _____ Email _____

What facility do you wish to use? _____

Second choice? _____ Approx. # in Group: _____

What dates do you require? From ___/___/___ ** To: ___/___/___

** If multiple dates please list in table form on back of this form.

What time do you need? Beginning: _____ am pm Ending: _____ am pm

Setup: _____ (minutes) Cleanup: _____ (minutes)

What frequency: (daily, weekdays, 2nd Tuesday, monthly, etc.) _____

Any exceptions to the frequency: (certain dates, months, etc.) _____

Other Comments (number of tables, chairs, special equipment, etc.) _____

- Checklist of instructions: Please fill out this form with your request for use of all facilities during the coming year. Please do not use a room that you have not reserved in advance, e.g. nursery, kitchen, space adjacent to yours. If a meeting is taking place in the Min. Ctr. Community room, go outside to enter the kitchen to get coffee. PLEASE ALLOW TWO WEEKS FOR US TO PROCESS THIS REQUEST. Please be conscientious of people who have scheduled the room after you: Do not linger in the room, as other groups often need the room immediately after you. Clean up after yourself. If you rearranged the furniture, please return the room to its standard set-up.

Most Used Rooms: Church Proper; Church Lower Level w/Kitchen, Church Lower Level – Rm3; Church Lower Level Nursery; Ministry Center Community Room w/Kitchen; Ministry Center Spanish Classrom; Ministry Center Small Brick Room; Ministry Center Beige Room*, Ministry Center Chapel; Rectory Fireside Room; Rectory Youth/Conference Room; School Faculty Conference Room (see Margo or Sue for other room descriptions)

For Scheduling Questions: Margo Dean – Parish Events at 459-4662 (Ext 202) Sue Ysasi – School Events at 458-4228 (Ext 300)

*Formerly the Green Room