



Department/Ministry: \_\_\_\_\_ Date: \_\_\_\_\_

Event: \_\_\_\_\_

Dates: \_\_\_\_\_

Times: \_\_\_\_\_

Will additional set up and clean up time be needed?  Yes  No

If yes, \_\_\_\_\_ Hours/Minutes to set up \_\_\_\_\_ Hours/Minutes to clean up

Room(s) Requested: \_\_\_\_\_

\*Requesting a specific room does not guarantee that room will be available for your event. We will do our best to get you the room you requested or a comparable one.

Number of people expected: \_\_\_\_\_

Will you need Audio Visual resources?  Yes  No

Will you need a room for childcare?  Yes  No

\*Requesting a room for childcare does not secure childcare providers. If you need childcare providers, please contact the parish office and we will direct you to the appropriate person.

Will you need the room to be set up with chairs & tables before you arrive?  Yes  No

\*There will be additional fees charged to your department/ministry if this is requested. The layout of the room must be submitted to the parish office one week before the date of your event in order for it to be guaranteed.

Please list two contacts for this event:

Name	Email	Phone Number
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Name	Email	Phone Number
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Once your Room Reservation is entered, a confirmation will be sent to the email(s) listed above.

For Office Use:	
Received: _____	By: _____
Entered: _____	By: _____
Conflicts: _____	
_____	
_____	
Emailed confirmation: _____	By: _____