

# Room Reservation Form – Church Building

Today's Date: \_\_\_\_\_

**Person Making Request:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone: ( ) \_\_\_\_\_

Evening Phone: ( ) \_\_\_\_\_

**Name of Ministry or Group:** \_\_\_\_\_

Event Name or Kind of Event: \_\_\_\_\_

**Date Requested:** \_\_\_\_\_ Second Choice: \_\_\_\_\_

**Room(s) Requesting:** (Please circle)

PARISH HALL\*\*

KITCHEN

ST. JOSEPH ROOM

CONFERENCE ROOM

ADULT ED ROOM

CHURCH

CHAPEL

VESTIBULE

NURSERY

**Would like to reserve room from:** \_\_\_\_\_ **to** \_\_\_\_\_  
(INCLUDE TIME FOR SET UP AND CLEAN UP)

Actual time event will start: \_\_\_\_\_

Estimated time event will end: \_\_\_\_\_

Estimated number to attend: \_\_\_\_\_

Will there be music YES NO

Will food or beverage be served? Yes NO

Will alcohol be served? YES\* NO

What group will this event be open to? \_\_\_\_\_?

(Please indicate: Public, Parishioners, certain ministries, etc.)

Special Needs (explain): \_\_\_\_\_

(We will do our best to meet your special needs if at all possible)

Set up & clean up of the event is the total responsibility of the group requesting the room reservation. Please leave the room as you found it or better, as best you can.

If you are serving alcohol and/or your event will involve 100 people or more – your group must provide us with an insurance rider through Catholic Mutual Insurance Group at the cost of \$95 to your group.

\*\* If reserving the Parish Hall, there is an additional contract to fill out. Please ask Karen in the Parish Office.

All reservation requests are subject to approval.

## ***Notes of Interests:***

At the end of your event, all rooms must be returned to the original condition or better. Please be sure you have delegated a clean-up committee for this purpose.

Set up and break down of tables and chairs is the responsibility of your group.

All events expected to have more than 100 persons in attendance, or where alcoholic beverages are to be served, require the completion of an application and agreement contract in as well as an application for an insurance rider from Catholic Mutual Insurance Group. There is a \$95 fee associated with this insurance rider and that fee is the responsibility of the reserving group. (This form is available through the Parish Office.)

Any time the kitchen is used, all trash is to be bagged and tied. All dishes, pots, pans, coffee makers, etc are to be washed and put away. All food and beverage are to be removed from the kitchen and the floor swept. **DO NOT LEAVE ANYTHING (FOOD OR BEVERAGE) IN THE REFRIGERATORS.**

We will try to honor requests for special equipment. Please present your requests when reserving your room.

If you use the Nursery, please remember it is your responsibility to contact our Nursery Coordinator or the Parish Administrator to go over the rules and regulations of the nursery. Please call the parish office to find out how to contact the coordinator. The nursery will accommodate a maximum of 25.

The normal set up for the parish hall is 12 round tables, 6 feet in diameter, with 8 chairs each. (There are 25 round, 6 foot in diameter tables available and 10 rectangle, 8 foot tables.) The normal set up for the St. Joseph room is 5 round tables 5 feet in diameter and two rectangular tables 6 feet long. The Parish Hall can accommodate 250 seated with a small dance floor. The St. Joseph's Room can accommodate a maximum of 75 people.