

## Room Reservation Form – School 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)

LIBRARY

CAFETERIA

SCHOOL PARKING LOT

**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 food or beverage 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)

The set up of your event is **always** the responsibility of the group requesting the room reservation.  
Clean up of the event is also the responsibility of the group requesting the room reservation.  
Please leave the room as you found it or better, as best you can.

\* Alcohol may never be served for an event in the School Building.

\*\* All room reservation requests are subject to approval.