

Date Submitted _____

ST. MARIA GORETTI CHURCH FACILITY RESERVATION

1. Parish Ministry/
Group/Organization: _____

Contact Name: _____ Phone _____

Title of Event/meeting for calendar _____

2. Date Requested for **One Time** Event _____

**Begin time of Event: _____ Ending Time of Event _____

Set-up/Clean-up-Reserve facility from _____ a.m or p.m.until _____ a.m. or p.m.

Dates Requested for **On Going** Event: Begin _____ End _____

Each (please circle): Mon Tues Wed Thur Fri Sat Sun

**Begin time of Event: _____ Ending Time of Event: _____

Set-up/Clean-up-Reserve facility from _____ a.m or p.m.until _____ a.m. or p.m.

3. Facility Requested: (Circle all that Apply):

Church: Vestibule: Chapel: Classroom 1/Meeting Room:

Casa Maria South Hall: Casa Maria North Hall: Kitchen:

Brief description of event: _____

ASSUME A VACANT ROOM – HOW DO YOU WANT IT SET UP??

4. Set up/Equipment /Furnishings needed: _____

5. Attach a Floor Plan Diagram (REQUIRED)

6. All reservation requests must be submitted to the facility manager no less than seven (7) days prior to the event and is subject to the facility manager's approval and confirmation of the event scheduling by the Parish Office. RESERVATIONS WILL NOT BE ACCEPTED WITHOUT A FLOOR PLAN -**NO EXCEPTIONS**.

****PLEASE LIST EVENT TIME AS IT SHOULD APPEAR ON THE PARISH (YAHOO) CALENDAR.**

All forms must be given to our hall manager (Joanne Caruso). 865-9066 or 670-2301

Hall Manager Approval: _____ Date: _____

Office Confirmation: _____ Date: _____

Dave Voss Notified: _____ Date: _____

Access to Facility: Do you have a key? _____ How will you get into facility? _____

If the event is cancelled, please let the Office know as soon as possible. If it isn't correct on the YAHOO calendar it won't be correct in the bulletin. It is important that the information printed in the bulletin be correct.