



Use of Facilities Request Form for: Annex Meeting Rooms

Please fill out this form with your request for use of facilities (either one-time use, or for the coming year). It is important that you fill out this information completely.

Event Date: []/[]/[] Event Name: []

Purpose of the Event: []

Ministry/Organization: []

Contact Person: []

Phone: ([]) [] - [] Fax: ([]) [] - []

E-mail: []

What facilities in the Annex are required? Check all that apply:

- San Juan de la Cruz (f.k.a. Rm. 7) (seats: 80 at round tables / 120 theatre style) St. George Room (Scouts only)
- St. Francis of Assisi Room (f.k.a. Rm.11 – seats: 30) St. Anne Room (f.k.a. Rm.12 – Babysitting only)
- St. Katherine Drexel (f.k.a. Rm. 13 – seats: 30) St. Ignatius Loyola (f.k.a. Rm. 14 – seats: 30)
- St. John Bosco (Youth Room- by special request only) Other []

If more than one room is requested, please indicate the main room people should be directed to: []

What time is your event: Beginning: [] AM [] PM Ending: [] AM [] PM

How much time do you need to set-up the facility: [] (minutes)

How much time do you need for clean-up: [] (minutes)

Is set-up by maintenance staff required? Yes No (If yes, you will be required to complete a set-up form once your room has been reserved. Set-up forms should be turned-in no later than two-weeks prior to the event).

Number of Attendees Anticipated: _____

Will attendees require parking? Yes No Approximately how many cars? _____

What A/V Equipment is needed? (If available?):

- TV VCR DVD LCD Projector (Training required -- for parish ministries' use only.) Screen Podium
- AV Cart Microphone(s) needed _____ Other _____

If this event will require the use of the facilities of more than one day:

What date(s) to you require: From: ____/____/____ To: ____/____/____

If the event occurs with any frequency (weekly, monthly, quarterly, etc.), please list specific calendar dates: (i.e., 7/15/10, 8/19/10, 9/16/10, 10/21/10, 12/16/10, 1/20/11, 2/17/11, 3/17/11):

Other Comments: _____

Do you wish to list this event on the calendar section of the parish website (this service is available to parish organizations and ministries only)? Yes No *(Please note: If this remains unchecked, it will not be listed in the calendar section of the parish website.)*