

**SPN PARISHIONERS FACILITY REQUEST FORM**

Name of group/Event: \_\_\_\_\_ (circle one) Church School Other  
am am

Date of Event \_\_\_\_/\_\_\_\_/\_\_\_\_ Time of Event: \_\_\_\_:\_\_\_\_ pm to \_\_\_\_:\_\_\_\_ pm  
am am

**TOTAL RESERVATION TIME:** (include set-up and take-down time) \_\_\_\_:\_\_\_\_ pm to \_\_\_\_:\_\_\_\_ pm

\*\* Alternate Dates: \_\_\_\_/\_\_\_\_/\_\_\_\_; \_\_\_\_/\_\_\_\_/\_\_\_\_

If this event is weekly, day of week \_\_\_\_\_ list of dates: \_\_\_\_\_

If monthly, use on the \_\_\_\_ week of the month on \_\_\_\_\_ beginning \_\_\_\_\_ ending \_\_\_\_\_  
(day of week) (month) (month)

**CONTACT PERSON** \_\_\_\_\_ PHONE: home \_\_\_\_\_  
(please print) cell \_\_\_\_\_

Description of Activity: \_\_\_\_\_

**AREA of FACILITY USE (Circle All that Apply):** Conference Room Multi-Purpose Room  
(aprox. cap. 16) (aprox. cap. 750)

Meeting Rm 1 Meeting Rm 2 Meeting Rm 3 Foyer Stage Kitchen Bathrooms  
(aprox. cap. 65) (aprox. cap.65) (aprox. cap 45)  
Assembly Hall

**Will Food Be Served During Event** (circle one)? Yes No **Approx. # Attending** \_\_\_\_\_

**EQUIPMENT REQUESTED for EVENT (Circle All That Apply):**

Tables (#\_\_\_\_) Chairs (#\_\_\_\_) Bleachers Scoreboard Sound System

Microphones Podium Stage Lights Basketball Goals Kitchen Equipment

**Additional Set-Up Info.** \_\_\_\_\_

*\*As Authorized Group Contact Person I understand that my signature below indicates that I have filled out the above information to the best of my knowledge and that I have thoroughly read and comply with the guidelines set for use of the Parishioners' Center rooms and equipment.*

\_\_\_\_\_  
Authorized Signature of Group Contact Person\* **Time and Date Submitted** \_\_\_\_:\_\_\_\_/\_\_\_\_/\_\_\_\_

**\*Submit completed form to the Facility Manager's Office**

**Request Approved As Follows:** Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_:\_\_\_\_ to \_\_\_\_:\_\_\_\_ (including setup and  
of Event takedown)

\_\_\_\_\_  
Facility Manager Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**If the scheduled event is changed or canceled call the Facility Manager as soon as possible at 889-0089, ext. 30.**