



## Event/Facility Reservation Request

A written request is now required to add your event/reservation to the master calendar. To avoid scheduling errors, this form must be submitted to the Church office for processing. A confirmed request will be returned to you to ensure that your event is recorded in the master calendar and that your space is reserved.

Committee/Group: \_\_\_\_\_

Requested by: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Room Requested: \_\_\_\_\_ CHURCH  
\_\_\_\_\_ PARISH HALL  
\_\_\_\_\_ PARISH HALL & KITCHEN  
\_\_\_\_\_ KITCHEN ONLY  
\_\_\_\_\_ SPACE IN WALK IN COOLER  
\_\_\_\_\_ SIMON PARISH CENTER  
\_\_\_\_\_ 200 W 13<sup>TH</sup>  
\_\_\_\_\_ 202 W 13<sup>TH</sup>  
\_\_\_\_\_ CHAPEL

*\*Rooms also may be reserved in the school building.  
For availability, call the School Office at 843-9511.*

Date(s) and time(s) requested: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Is this event reoccurring? \_\_\_\_\_ monthly \_\_\_\_\_ weekly

Purpose of Use: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Approved \_\_\_\_\_ Recorded \_\_\_\_\_