



Facilities Reservation Request

Todays Date: _____ Event Date: _____ Organization: _____

Event Name: _____ Number of Attendees _____

Requested by: _____ Contact: _____

Phone: _____ E-mail: _____

Rooms Requested: _____

If set-up and/or equipment required, please complete page 2 of this document

Gathering Plaza Table (*Tables must remain where they've been placed*)

Event Start Time: _____ Event EndTime: _____

Set-up Time Needed: _____ Clean-up Time Needed: _____

Food being served? Yes No

Post event on St. Martin website Calendar? Yes No

Recurrent Event Frequency:

Daily

Every

Sun.

Mon.

Tues.

Weekly

Every Other

Wed.

Thurs.

Fri.

Sat.

Day of the Month

Every 1st 2nd 3rd 4th last

Date range from: _____ to _____

Skip dates/months of: _____

Does event involve the sale of goods? Yes No
If yes, what is being sold?

Does event involve a Speaker? Yes No
If yes, Speaker Approval Form must be submitted to Pastor

Does event involve a need for Childcare?
Childcare providers must be adults trained in Diocesan Safety Requirements, fingerprinted and approved by parish administration.

For Office Use Only

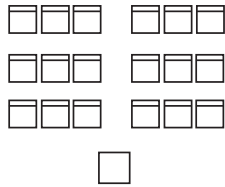
Date: _____ Submitted to Parish Office

_____ Pastor approval (Parish Hall)

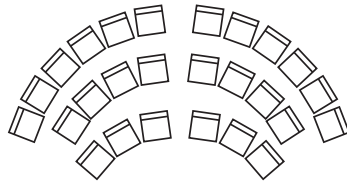
_____ Submitted to the Facility Coordinator (Parish Hall)

Note: Room Set-up will be arranged by parish maintenance staff based on time available, otherwise tables and chairs will be made available in rooms for each group to set-up and take down.

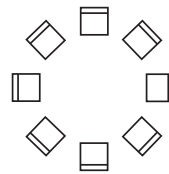
Assembly Style
Chairs only



Theatre Style
Chairs only



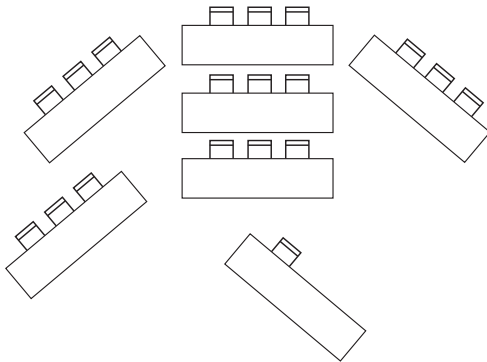
Circle Style
Chairs only



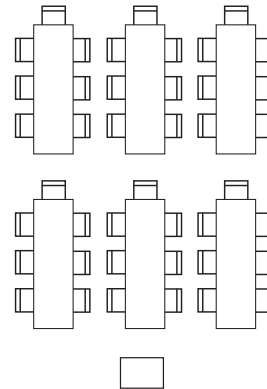
Other

Attach a separate sheet with diagram

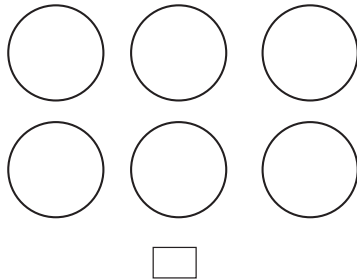
Theater Conference Style with Table & Chairs



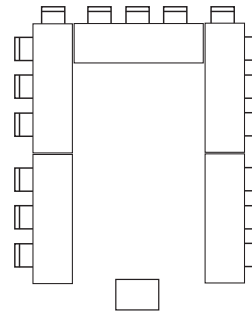
Classroom Conference Style with Table & Chairs



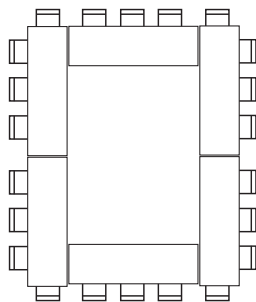
Round Tables & Chairs
(Parish Hall set-up only)



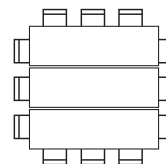
Presentation Style with Table & Chairs



Square Shape Conference Style with Space in the Middle



Meeting Style with Table & Chairs



Special Equipment Needed:

- Microphone & Stand Sound Equipment TV/VCR (DVD)
- Laptop & Projector Table & Chairs for Courtyard White-board
- Podium Easel

Other _____