



st. monica catholic community

2009—2010 FACILITIES & EVENT RESERVATION REQUEST

Please print the following information.

Event Date _____ Day of the Week _____ Today's Date _____

Event Time Begins _____ a.m. p.m. Event Time Ends _____ a.m. p.m.

Set-Up Time Begins _____ a.m. p.m. Clean-Up Time Ends _____ a.m. p.m.

Event / Activity _____ Number of Attendees Expected _____

Location of Event, if not on Parish property _____

Person Responsible _____ Group / Ministry _____

Home Phone _____ Work Phone _____ E-mail _____

Sketch a set-up diagram, indicating number of tables and chairs, trash and recycle containers, etc.

If you have events recurring on a regular basis, write in your event dates under the appropriate months.

July 2009	August 2009	September 2009	October 2009
November 2009	December 2009	January 2010	February 2010
March 2010	April 2010	May 2010	June 2010

LOCATION

Place a in the box next to the facility location that you would like to request.

- Auditorium
- Church
- Church Patio
- Duval #1
- Duval #2
- PC Chapel
- PC Conference Rm.
- PC Counseling Rm. #112
- PC Counseling Rm. #209
- PC Executive Mtg. Rm.
- PC Kitchen
- PC Living Room
- PC Patio
- PC #218
- PC #220
- Rectory
- SC Chapel
- SC Dining Room
- SC Guest #1
- SC Guest #2
- SC Kitchen
- SC Library
- SC Patio
- SC Room A
- SC Room B
- SC Room C
- SC Room D
- SC Room E
- Trepp A
- Trepp B
- Trepp C
- Trepp D
- White Cargo Truck
- Green Van
- Other

2nd Choice



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For Office Use Only: Confirmed _____ Conflict _____

RESERVATION