**ST. POLYCARP CHURCH**

**Room Reservation Request Form**

**MINISTRY**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CHAIRPERSON**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_EMAIL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CELL #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RESPONSIBLE PERSON:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CELL #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TYPE OF EVENT**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EVENT DATE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TIME: Set up \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start:\_\_\_\_\_\_\_\_\_\_\_\_\_End:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPROXIMATE NUMBER OF ATTENDEES**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Which Space(s) are you requesting? Hall/Kitchen\_\_\_\_\_\_\_\_\_\_ Library\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Hall\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Church\_\_\_\_\_\_\_ Meeting Room \_\_\_\_\_\_\_\_\_\_**

**YOU ARE RESPONSIBLE FOR SET-UP AND RETURNING THE ROOM TO ORIGINAL SET UP.**

**KITCHEN USE REQUESTED**: YES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DETAILS OF KITCHEN USE**: Oven \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dishes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ice Machine \_\_\_\_\_\_\_\_\_\_\_\_\_ Fridge/Freezer \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Person Responsible for Kitchen Use:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Are keys needed?** \_\_\_\_\_\_\_\_ (If yes, separate form needs to be completed)

**PLEASE RETURN COMPLETED RESERVATION REQUEST TO THE PARISH OFFICE AT**

**LEAST 10 BUSINESS DAYS BEFORE THE EVENT DATE.**

**FACILITY CHECKLIST MUST BE COMPLETED & RETURNED TO PARISH OFFICE THE NEXT**

**BUSINESS DAY AFTER THE EVENT.**

**\*MICROPHONE available upon request.**

**PLEASE CALL THE PARISH SECRETARY 653-8279 WITH ANY QUESTIONS ON THIS PROCESS.**

**Rev July 27, 2016**