

Today's Date: _____

*** Room Requested**

Brides Room (capacity: 12) <input type="checkbox"/>	** Cafeteria (capacity: 405) <input type="checkbox"/>	Church <input type="checkbox"/>	Conference Room (capacity: 12) <input type="checkbox"/>
Family Room (pastor approved) <input type="checkbox"/>	Future Sacristy (capacity: 18) <input type="checkbox"/>	St. Joseph Room (capacity: 55) <input type="checkbox"/>	Trinity A (capacity: 64) <input type="checkbox"/>
Trinity B (capacity: 64) <input type="checkbox"/>	Trinity C (capacity: 64) <input type="checkbox"/>	Upper Room (capacity: 18) <input type="checkbox"/>	Narthex Space (see additional resources) <input type="checkbox"/>

* You may request a specific meeting room; however, rooms will be assigned by need, number of attendees, and availability. Requests honored on a first come, first served basis.

** Use of this meeting room requires a signed cleaning contract. Contract found on back of this form.

Event Date(s): _____

Set Up Time: _____

Event Start Time: _____ End Time: _____ # Attendees: _____

Event Description

Event Recurrence (if applicable)

Daily Weekly Monthly Yearly

Recurrence Start Date: _____

Recurrence End Date: _____

Exceptions:

Additional Resources Needed

DVD Player <input type="checkbox"/>	Trinity A Projector <input type="checkbox"/>	Additional Chairs (storage room unlocked) <input type="checkbox"/>	Narthex Easel <input type="checkbox"/>
VHS Player <input type="checkbox"/>	Trinity C Kitchen <input type="checkbox"/>	Additional Tables (storage room unlocked) <input type="checkbox"/>	Media Projector <input type="checkbox"/>
Trinity Podium <input type="checkbox"/>	Cafeteria Kitchen <input type="checkbox"/>	Narthex Table <input type="checkbox"/>	

Organization: _____

Event Contact Person: _____ Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

CLEANING GUIDE AND CONTRACT – CAFETERIA

- Clean tables and chairs that were used.
- Pick up and dispose of all trash.
- If food is served or the room is used for making projects, the floor must be cleaned.
- Put all tables & chairs back in place.
- Turn off lights as you leave.

Organization: _____

Please sign this form and turn it into the parish office at the same time you turn in your reservation form to the office. You will receive copies of the approved reservation form and cleaning contract when dates are approved.

Name: _____

Date _____

** Cleaning supplies can be found in both the cabinets and behind the bar at the northeast corner of the Cafeteria.

CLEANING GUIDE AND CONTRACT – CAFETERIA KITCHEN

- You will need to talk to the Cafeteria Staff to find out what you can and can not use.
- Whatever is used needs to be cleaned and put back in its proper place.
- If food or drink is served, the floor will need to be cleaned.
- Dispose of all trash.
- Turn lights off as you leave.

Organization: _____

Please sign this form and turn it into the parish office at the same time you turn in your reservation form to the office. You will receive copies of the approved reservation form and cleaning contract when dates are approved.

Name: _____

Date _____

** Cleaning supplies can be found in the kitchen bathroom.

For Internal Use Only	Approved _____
Entered in Book <input type="checkbox"/>	Entered Online <input type="checkbox"/>
Forms Copied <input type="checkbox"/>	Forms Returned <input type="checkbox"/>