

# **Assumption Parish** **Rental Reservation Form**

Facility Requested (circle one)

Gym

Providence Room

Date of Rental: \_\_\_\_\_

Approximate number of guests: \_\_\_\_\_

*Note: Gym capacity is 400. Providence Room capacity is 75*

Requested By: \_\_\_\_\_

Purpose of Rental: \_\_\_\_\_

**Time of Event:**

Set-Up (day & time): \_\_\_\_\_

Event start time: \_\_\_\_\_

Event end time: \_\_\_\_\_

Clean-Up (day & time): \_\_\_\_\_

**Contact Information:**

Parishioner Name (Print): \_\_\_\_\_

Parishioner Name (Signature): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

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



**Office Use:**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_