



SAINT ALPHONSUS LIGUORI PARISH

*Loved and Called by God*

## ROOM RESERVATION FORM

Today's Date: \_\_\_\_\_

Name of Ministry/Group/Event Requesting Meeting Space: \_\_\_\_\_

- *Please use a different sheet for each ministry/group you represent*

Is equipment (such as a projector, etc.) needed for this meeting? \_\_\_\_\_

Day and Date of Meeting: \_\_\_\_\_

\_\_\_\_\_ Single Meeting

\_\_\_\_\_ Reoccurring Meeting

If this is a reoccurring meeting how often? **Weekly/Monthly/Semi-yearly/Yearly**

- *Please use a different sheet for bulletin/web advertising*

Dates of upcoming meetings (please include set up dates): \_\_\_\_\_

Time of Meeting: \_\_\_\_\_

Is Set up Needed? \_\_\_\_\_

- *Please use Room Set Up Form as meeting date approaches – Facilities Manager*

How much time, before the meeting begins, is required for set up?: \_\_\_\_\_

Which Room(s) are your Requesting? \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Contact Person Telephone Number: \_\_\_\_\_

Contact Person E-mail: \_\_\_\_\_

- **Room request should be made immediately – if legal/licenses are needed, please contact Business Manager**
- Please return form as soon as possible to rectory
- **School events must still book rooms**
- Yearly/reoccurring ministries/events must still book rooms
- **Parish ministries have priority**
- Contracted rental spaces have priority, if contract is complete.
- **Completing a room request form does not guarantee the use of the room. It must be approved.**

Rectory Office Hours: M-F 9am – 4pm, CST \* 847-255-7452 \* (fax) 847-255-7520