



Facility Reservation Request

Email Address:

church@stjeromehou.org

Today's Date: _____

Please reserve the following facility(ies) for date(s) and time(s) indicated. Thank you.

Requesting group/organization: _____

Responsible Contact:

Name: _____

Email Address: _____

Telephone: _____

Name of type of function or event: _____

Facility(ies) requested [please be specific]:

1st Choice: _____

2nd Choice: _____

Date(s) Requested [please be specific]:

1st Choice: _____

2nd Choice: _____

Time(s) requested [include setup/clean up times separately]:

1st Choice: _____

2nd Choice: _____

(Can take up to 5 (Five) days to Approve.)

Approved by _____

Note

When requesting one of the rooms, **you are responsible for total cleaning and removal of all Garbage.** Meetings should be over no later than 9:30 PM. Thank you, Administration

If the facility is not cleaned, you and your group will forfeit the right to use the facilities again.