

# St. Catherine of Siena Catholic Church and School Room Request Form 2019-2020

Please complete and return to Melanie Cabrera Ciprian in parish office ([mcabrericiprian@scswf.org](mailto:mcabrericiprian@scswf.org)). Online version of this form can be found at [www.scswf.org](http://www.scswf.org)

## Room Reservation Policy of St. Catherine of Siena Catholic Church:

- The order of priority is as follows: Divine Worship, Education, Outreach, Parish Life

We will process requests by priority in 4 categories:

- Request from the Diocese of Raleigh, Parishes and Schools (Reserved to Pastor)
- Requests from other Catholic groups outside of the Diocese (Reserved to Pastor)
- Major Apostolates are Divine Worship, Education, Outreach, Parish Life (Signed off by Staff)
- Requests from outside groups (nonapostolates) for the purpose of fundraising cannot be accommodated. Currently, we are in a time of transition while we evaluate the needs of our apostolates.

I acknowledge and understand the above policy and have also read the Facility Use Policy given to me by the office.  
(A COPY CAN BE FOUND ON OUR WEBSITE)

SIGNATURE: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

*\*If a recurring event please note with days, e.g., "every first Saturday" or "every Monday evening," etc.*

Event Name: \_\_\_\_\_ Event Date\*: \_\_\_\_\_

Event Description: \_\_\_\_\_

Sponsoring Apostolate: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Event Begins: \_\_\_\_\_

Set-up for Event Begins: \_\_\_\_\_

Event Ends: \_\_\_\_\_

Clean-up after Event Ends: \_\_\_\_\_

<u>SCHOOL BUILDING (BRIEF EXPLAINATION OF USE)</u>	<u>DATE(S) REQUESTED</u>
Dining Room _____	_____
Kitchen Use _____	_____
Conference Room _____	_____
Gymnasium _____	_____
Classroom(s) _____	_____
Fields _____	_____
Narthex _____	_____
Other _____	_____

Recommended by: \_\_\_\_\_

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

Pastor/Designee

Date: \_\_\_\_\_

CHURCH/SANCTUARY (EXPLAIN USE) \_\_\_\_\_ DATE(S) REQUESTED \_\_\_\_\_

Sacristan needed? (Yes / No) \_\_\_\_\_ Servers needed? (Yes / No) \_\_\_\_\_

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

PLEASE ATTACH SPEAKER BIO AND MATERIALS TO BE USED

\_\_\_\_ (Initial) I AM AWARE THAT SPEAKERS OUTSIDE OF THE DIOCESE MUST BE PRE-APPROVED THROUGH THE VICAR GENERAL'S OFFICE AND ON FILE AT THE PARISH OFFICE PRIOR TO ARRIVAL.