

St. John Vianney Facilities Request Form

Return to: Parish Office 4600 Hyland, San Jose OR parishoffice@sivsji.net

Today's Date:	
Name of Event or Gathering	
Group or Organization	

One-Time Event		Recurring Event			
Date of Event		Date range start		Date range end	

For Recurring Events only:					
<input type="checkbox"/> Daily					
<input type="checkbox"/> Weekly <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat					
<input type="checkbox"/> Monthly Week of month <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> Last					
Day of Week <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat					
<input type="checkbox"/> Annual Month <input type="checkbox"/> Jan <input type="checkbox"/> Feb <input type="checkbox"/> Mar <input type="checkbox"/> Apr <input type="checkbox"/> May <input type="checkbox"/> Jun <input type="checkbox"/> Jul <input type="checkbox"/> Aug <input type="checkbox"/> Sep <input type="checkbox"/> Oct <input type="checkbox"/> Nov <input type="checkbox"/> Dec					
Week of month <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> Last					
Day of Week <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat					

Start and End Times			
Setup Start		Event Start	
Event End		Cleanup End	

Facility Requested	
Church	<input type="checkbox"/> Church <input type="checkbox"/> Church Lawn <input type="checkbox"/> Choir Loft <input type="checkbox"/> Hall <input type="checkbox"/> Pavilion
Rectory	<input type="checkbox"/> Rectory Lawn
Parish Office Center (POC)	<input type="checkbox"/> Chapel <input type="checkbox"/> Garage <input type="checkbox"/> Dining Room & Patio – Our Lady of Guadalupe Room <input type="checkbox"/> Azores Room <input type="checkbox"/> Our Lady la Vang Room <input type="checkbox"/> Yosemite Room (Fire place) <input type="checkbox"/> Santo Nino Room (workroom)
Community Center	<input type="checkbox"/> SCR1 <input type="checkbox"/> SCR2 <input type="checkbox"/> LCR <input type="checkbox"/> Kitchen <input type="checkbox"/> Gym <input type="checkbox"/> Gym Stage
Only for Faith Formation Program: School	<input type="checkbox"/> Faculty Lounge <input type="checkbox"/> Library/Media <input type="checkbox"/> Athletic Field
	<input type="checkbox"/> Quad <input type="checkbox"/> Back Lawn
Classrooms:	<input type="checkbox"/> 101 <input type="checkbox"/> 102 <input type="checkbox"/> 203 <input type="checkbox"/> 204 <input type="checkbox"/> 305 <input type="checkbox"/> 306 <input type="checkbox"/> 407 <input type="checkbox"/> 408 <input type="checkbox"/> 509 <input type="checkbox"/> 510 <input type="checkbox"/> 611 <input type="checkbox"/> 612 <input type="checkbox"/> 713 <input type="checkbox"/> 714 <input type="checkbox"/> 815 <input type="checkbox"/> 816

Contact Information			
Name			
Email		Phone	

Office Use			
Approved by:		Date:	
Confirmed to:		Date	