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**ST. JOHN VIANNEY COMMUNITY CENTER**  
(SJVCC)  
Facilities Request/Rental Request Form

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

Name of Requestor: \_\_\_\_\_

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

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

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

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

Type of Event: \_\_\_\_\_

Rooms Requested: \_\_\_\_\_

Approximate Number of People Attending: \_\_\_\_\_

Event Dates: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

(Event must end no later than 12:00am)

When would you like to decorate? Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Will Food Be Served: \_\_\_\_\_

What time will your Caterer, Cook or Food Servers arrive? \_\_\_\_\_

Will Beer/Wine Be Served (No Hard Liquor Allowed): \_\_\_\_\_

What time will Beer/Wine Be Served? From: \_\_\_\_\_ To: \_\_\_\_\_

(Beer/Wine service must end 1 hour before event ends and no later than 11:00pm)

What Type of Entertainment: \_\_\_\_\_

(No Large Bands, Banda or Groups of Entertainers; size limited to two persons)

What time will your Entertainers arrive? \_\_\_\_\_

What time will everyone exit/leave the building (including all Family, Friends, Guests, Caterers, Cooks, Food Servers, and Entertainers, including all their property)? \_\_\_\_\_

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

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

Special Provisions/Requests: \_\_\_\_\_

Other: \_\_\_\_\_

Parish/School Event: Yes / No; If yes, approving signature: \_\_\_\_\_