



**St. Timothy Catholic Church**

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West Pico  
Boulevard

Los Angeles  
California  
90064

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Web: [www.StTimothyLA.org](http://www.StTimothyLA.org)

# Facility and Event Reservation Request

Please use this form to request use of a parish facility. Your reservation to use a parish facility is subject to the Facility Use Policy and is not final until approved by the Pastor. When the reservation has been approved it will be posted to the Facility Calendar on the parish web site. Due to limited staff resources, groups are expected to supply assistance for set-ups, unless waived by the Pastor in advance

## FACILITY

Please check which facility you would like to reserve.

New Request   
  Revision   
  Set-Up Request   
  Cancellation

Event Date \_\_\_\_\_ Day of the Week \_\_\_\_\_ Today's Date \_\_\_\_\_

Event Time Begins \_\_\_\_\_  AM  PM   
 Event Time Ends \_\_\_\_\_  AM  PM

Set-Up Time Begins \_\_\_\_\_  AM  PM   
 Clean-Up Ends \_\_\_\_\_  AM  PM

Event Description \_\_\_\_\_ Number of Attendees Expected \_\_\_\_\_

Person Responsible \_\_\_\_\_ Group/Ministry \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

E-Mail \_\_\_\_\_ @ \_\_\_\_\_

- Church
- Parish Hall
- Chapter Room
- Choir Room
- Rectory – Dining
- Rectory – Work

Please sketch a set-up diagram indicating the number of tables, trash and recycling containers, AV equipment, etc. Also, please indicate requests to use stage lighting, sound board, etc.

If this is a recurring event, please write in the other dates under the appropriate months.

July	August	September	October	November	December
January	February	March	April	May	June

<b>For Office Use Only:</b>	Approved: _____	Conflict: _____	Calendared: _____
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