

# Revised 2018 Redmond Center Facilities Request Form

Also Available at [www.saintanastasia.org](http://www.saintanastasia.org)

## Redmond Facilities Request Form

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

Group, if applicable: \_\_\_\_\_

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

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

Envelope Number: \_\_\_\_\_

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

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

Event Time: \_\_\_\_\_

**Start Time**

**End Time**

Set Up Time: \_\_\_\_\_

**Start Time**

**End Time**

You are required to bring everything you need including all kitchen equipment, electronic equipment, clean –up supplies, paper towels, extra garbage bags, etc. **All preparations will take place on the day of the event, no exceptions.**

You may rearrange the room the way you want, but it is your responsibility to return the room to its original state. In addition, please thoroughly clean up afterwards. Please remember to recycle the bottles, cans and trash.

- **Saturday events**, during the day, you must leave by 4 PM so the parking lot is empty for the 5 PM Mass, The evening events may not start until 6 PM and must conclude by 11 PM.
- **Sunday events** during the day, you must leave by 6 PM so the parking lot is empty for the 7 PM Mass. Sunday evening events are not allowed.
- **Please return this form within 14 days of the event.**
- **Please notify us if you need to cancel your event. You may call our parish secretary at 201-837-3354.**

Thank you for your cooperation and enjoy your day.