

St. Clare Catholic Parish
Room Reservation Form 2020-2021

(PLEASE PRINT ALL INFORMATION)

OFFICE USE ONLY

Date received _____

Initials _____

Approved: Yes No

Initials _____

Booking Details:

Today's Date: _____ Ministry/Organization: _____

Contact Person: _____

(Please print)

Email Address: _____ Phone Number: _____

Event Details:

Event/Meeting Name: _____

Check how often you will be using: **Once** Preferred Date _____

Weekly Preferred Day: _____ **Monthly** Preferred Day _____

Start Date: _____ **Start Time** _____ **End Date:** _____ **End Time** _____

Set-up Start Time _____ Clean Up Time _____

Additional Coordination:

Answering "yes" to any of these questions requires additional paperwork, approval, and planning.

Will you charge for this event? Yes No If so, what will the charge be? _____

Please fill out a "Fundraiser Request Form" for this event. Fundraiser request approval is required before event will be booked.

Facility Requested:

Please check the facility needed

Church

Church (1152 max.) Narthex St. Clare Room (161 max.) Church Parking Lot

Morris Center

Morris Center, East (294 max. / 120 seated) LaSalle Room (43 max.)

Morris Center, West (294 max. / 120 seated) St. Francis Room (43 max.)

Morris Center Plaza

Evangelist Center

St. Matthew Room (42 max.) St. Mark Room (42 max.)

St. Luke Room St. John Room

Kitchen(ette)

Morris Center Kitchenette Morris Center Kitchen St. Clare Room Kitchenette

(continued →)

Room Set-Up:

Please check the set-up needed:

Note: Due to increase use of facilities, any ministry group that is able to offer set-up assistance help is always appreciated.

Ministry Will Set Up *St. Clare Team to Set Up* No Set Up Required

Auditorium Style Banquet Style Classroom Style

Meeting Style

- Single rectangle table (seats 6-8)
- Double rectangle tables - pushed together (seats 10-12)
- Square shape - 4 rectangle tables (seats 12-16)
- U-shaped- 4 or 6 rectangle tables (18+)

Expected Attendance: _____

Number of round tables (Seats 8 people per table) _____

Number of long, 6'/8' rectangular tables (Seats 8/10 people per table) _____

Number of Chairs: _____

Special Set-up Instructions: *-Requires Layout Arrangement

Technology Needs: (Training required at least two weeks before event date)

Audio-

CD Player Microphone

Video

DVD Player TV/Projector Laptop Cables (HDMI/VGA)

Other

Wireless Internet (Wifi)

Other Technology/Equipment Needs:

Signature of contact person for this event:
