

Saint Joseph Parish

and Mission Church of St. Vincent de Paul

9961 Elk Grove Florin Road, Elk Grove, CA 95624 • (916) 685-3681 • FAX (916) 685-7254

Facility Scheduling Request Form

Today's Date

Event

Ministry/Organization

Contact Person

Address

City

Zip

Phone

Email

Facility Requested

Date Requested and Time Requested

HH:MM am/pm

Ending Date and Time

HH:MM am/pm

Frequency :

One Time Only :

Daily :

Weekly :

Monthly:

Comments

Office Use – Please Initial

Event Approved

Event Denied

Enter in computer

Please return this to the office as soon as possible.

You will be informed once your event/reservation is approved.

We do not have custodial maintenance on the weekend for additional clean up or setups.

The use of our facilities is strictly for ministry, Sacramental Celebrations, meetings and entities affiliated with the Catholic Church Such as Knights of Columbus, SVdP Society, Catholic Charities.