



Saint Robert Bellarmine Catholic Church
ROOM RESERVATION REQUEST FORM
 *Must be submitted a minimum of 30 days in advance
 Email to: ChurchOffice@sanrobertochurch.org

Office Use Only:

Approved By: _____

Added on calendar: _____

Notes: _____

Today's Date: _____

Ministry: _____ Your Name: _____

Date/Time of Event: _____

Event Name/Reason For Use: _____

Phone Number: _____ Email (*required): _____

If Recurring:

Date(s) Requested: _____ Recurring Through: _____

Day(s) of the Week: _____

Do you need time to set up before the start of your event? ___ No ___ Yes (If yes, how long*: _____)

Event Start Time: _____ AM/PM Event End Time: _____ AM/PM

Saint Robert's Church:

Church

Salon San Roberto:

- Main Hall
- Kitchen
- St. Robert Bellarmine
- St. Peter
- St. James the Lesser
- St. John

Outside Rooms:

- St. Matthew
- St. Simon
- St. Jude
- St. Thomas
- St. Andrew
- St. Bartholomew
- St. Philip
- St. Matthias

My signature below indicates that I agree to the following guidelines:

- Room set-up is provided for formation classes. All ministries must do their own set-up and provide their own supplies, paper goods, etc. (All rooms must be left in the same order as before the event.)
- Each ministry must only use the room(s) that have been reserved for them.
- All events must follow Diocesan Safe Environment policies, and all children must be supervised at all times for their safety.
- Clean up includes returning the tables and chairs to their previous order; turning off lights & air conditioning when you are finished in the room(s); cleaning whiteboards with erasers and white board spray (only), if needed; and discarding all trash in the trash cans outside of the Parish Hall. If the outside garbage cans are full, then please place garbage in the enclosed fence area.
- Check restrooms for cleanliness; that toilets are not clogged up and that all water faucets are turned off.
- If rooms are not left in good order or AC units are left running, a use fee of \$50.00 may be billed to your organization. The second infraction may result in denial of future use of the facilities.
- Outside doors must NEVER be propped open for security, energy, and safety purposes.
- Keys must be picked up during office hours and dropped off in person with no exceptions. A \$20 deposit must be made to pick up the key and it will be given back once the key is returned in person.

I have read and agree to abide by the above guidelines and rules as set forth on this form pertaining to the use of Saint Robert's Parish facilities. I understand that my submission of this request does not guarantee my use of the facilities and my request is not approved until I receive a confirmation of my reservation.

Signature

Date