



# ST. GREGORY THE GREAT CATHOLIC CHURCH & SCHOOL

## **Event / Meeting Reservation Form for Church Ministries and Organizations**

Please submit your reservation request with all of the following information. Request must be submitted at least one week in advance. You will be notified when the reservation is approved. Please call the Parish Office for any request to the use of the Church or Adoration Chapel.

Prior to submitting your reservation request, please check the Calendar of Events at [www.stgregorys.net](http://www.stgregorys.net) for availability.

Facilities being requested:

PARISH OFFICE: \_\_\_\_\_ Meeting Room I (10 persons)  
\_\_\_\_\_ Meeting Room II (8-10 persons)  
\_\_\_\_\_ Youth Room (14 persons)

Mary's House: \_\_\_\_\_ Main Living Room (20+)

Parish Hall:

Large Hall & Small Hall: Contact Hope Rodriguez at 210-342-0281 x326.

Ministry / Organization: \_\_\_\_\_

Name of person submitting request: \_\_\_\_\_

Phone Number where you can be reached: \_\_\_\_\_

Event, Time & Date: \_\_\_\_\_

*All food/drink, trash, and belongings must be taken with you.  
Each ministry / organization must clean up after themselves and take out their trash. All activities need to end by 8:45pm and group must be off the premises by 9:00pm.*