

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Date Entered: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Staff Initials: \_\_\_\_\_

## St. Albert the Great Room Reservation Request Form

Name of Ministry or Organization: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Numbers: (CELL) \_\_\_\_\_ (HOME) \_\_\_\_\_

Email: \_\_\_\_\_

Estimated Number of Attendees: \_\_\_\_\_

**Room/s to Reserve (Mark/Circle all that applies):**

- |  |   |
|--|---|
| <input type="checkbox"/> Classroom(s) in Palermo Center: A / B / C / D / E F / G H / J K / L / M / N / P | <input type="checkbox"/> Wing with Classrooms J - P                               |
| <input type="checkbox"/> Wing with Classrooms A - H  | <input type="checkbox"/> Infant Nursery <input type="checkbox"/> Toddler Nursery  |
| <input type="checkbox"/> Adoration Chapel  | <input type="checkbox"/> Parish Hall <input type="checkbox"/> Parish Hall Kitchen |
| <input type="checkbox"/> Classroom/s in Parish Hall <b>PH 1 / 2 / 3</b>                                  | <input type="checkbox"/> <b>PAC</b> -St. Augustine Rm / St. Jude Rm / St. Lorenzo |
| <input type="checkbox"/> Parish Activity Center ( <b>PAC</b> ) <i>Main</i> <b>HALL</b>                   | <input type="checkbox"/> <b>PAC</b> - Our Lady of Guadalupe Rm                    |
| <input type="checkbox"/> PAC Kitchen   | <input type="checkbox"/> Choir Room   |
| <input type="checkbox"/> Gathering Space   | <input type="checkbox"/> Church   |
| <input type="checkbox"/> Courtyard Outside of Church/ Parking Lot  |   |
- Other / Remarks: \_\_\_\_\_

**Meeting Date and Time: (One Time Event)**

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Start Time: \_\_\_\_\_ AM / PM (*Will show in Bulletin/Website*)      End Time: \_\_\_\_\_ AM / PM

Time Needed for: Set up: \_\_\_\_\_ Minutes / Hours      Clean up: \_\_\_\_\_ Minutes / Hours

**For Recurring Meetings ONLY**

Date of First Meeting \_\_\_\_/\_\_\_\_/\_\_\_\_      Date of Last Meeting \_\_\_\_/\_\_\_\_/\_\_\_\_

Start Time: \_\_\_\_\_ AM/PM (*Will show in Bulletin/Website*)      End Time: \_\_\_\_\_ AM/PM

Set-Up Time: \_\_\_\_\_ Minutes/Hours      Clean Up Time: \_\_\_\_\_ Minutes/Hours

How frequently will meeting recur? (Please choose A, B or C and circle your selection)

A. Once a Month Meeting: (e.g. 1<sup>st</sup> Thursday) \_\_\_\_\_

B. Bi Weekly (Every Other Week)    Mon/ Tues/ Wed/ Thurs/ Fri/ Sat/ Sun

C. Weekly:    Mon. / Tues. / Wed. / Thur. / Fri. / Sat. / Sun.

Dates when meeting will not occur / Other Comments: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_