



St. Pius X Roman Catholic Church

PARISH RESERVATION REQUEST FORM

CONTACT INFORMATION

Name of contact person:

Parish group:

Phone: Day

Mobile:

Evening:

E-mail address:

RESERVATION INFORMATION

Date requested:

Room/Space requested:

Total # expected:

of adults:

of children:

ACTIVITY: (i.e. Dinner, Organizational meeting, Speaker, Party)–details required:

Attach any diagrams function.

How many tables?

How many chairs?

What time will you arrive to set-up the room?

Person responsible for set-up: Name:

Phone:

Email:

ELECTRICAL AND AUDIO/VISUAL EQUIPMENT REQUIREMENTS: details of the type and anticipated use required:



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KITCHEN EQUIPMENT: details of the food and drinks you plan to serve and the kitchen equipment you plan to use:

DUMPSTER USE REQUESTED (FEE ASSESSED)

YES NO (Premises to be left as found - CLEAN!)

AGREEMENT

- All groups using the Multi-Purpose Building are responsible for:
- Gathering all trash and boxes and taking them out to the dumpster.
- Removing all food and serving items from the rooms and kitchen.
- Sweeping the floor and wiping up any spills. Clean the tabletops and kitchen equipment.
- Closing and locking all doors and windows. Turning off the lights.
- You must supply your own paper products and utensils.
- Groups are responsible for the set-up and breakdown of tables and chairs and stacking them on the carts.
- Tape and/or tacks are not to be used on the walls.

Do you agree to the above terms Yes No