

ROOM USE & EVENT REQUEST FORM

Hoja de Solicitud de Salón y Eventos Parroquiales

Room Desired: _____ Church _____ Living Room
(*Salón Deseado*) _____ Conference Room 1 _____ Room 11 in the School
_____ Conference Room 2 _____ Room 10 in the School
_____ Conference Room 3 _____ Milani
_____ Conference Room 4 _____ Day Care
_____ Patio _____ Room 8 in the School
_____ Kitchen _____ Field
_____ Gym _____ Church Vestibule
_____ Nursery _____ Picnic Area
_____ Patio

Organization: _____
(*Organización*)

Event: _____
(*Evento*)

Date of Event: _____
(*Fecha de evento*)

Room Use Time: _____ **Event Time:** _____
(*Horario de Uso*) (*Horario de Evento*)

Group Size: _____
(*Tamaño de grupo*)

Contact Person: _____
(*Persona Responsable*)

Telephone: _____ **Email:** _____
(*Numero de teléfono*) (*Correo electrónico*)

Date of Request: _____
(*Fecha de Solicitud*)

Name of Person listed on the calendar as the contact: _____
Contact information for the above listed person: _____

Note: Set-up and clean-up of the rooms is the responsibility of the USER.
Nota: Arreglo y Limpieza del Salón es responsabilidad de la PERSONA que lo solicita.

For Office Use Only (Para uso de la Oficina Solamente)

Staff Liaison: _____ **Email:** _____ **Date:** _____

Approved by: _____ **Date:** _____

Calendar _____ **Contact Person Informed** _____

Notes: _____
