

ROOM USE & EVENT REQUEST FORM

Hoja de Solicitud de Salón y Eventos Parroquiales

Room Desired: <i>(Salon Deseado)</i>	<input type="checkbox"/> Church	<input type="checkbox"/> Room 8 in the School
	<input type="checkbox"/> Conference Room 1	<input type="checkbox"/> Room 10 in the School
	<input type="checkbox"/> Conference Room 2	<input type="checkbox"/> Room 11 in the School
	<input type="checkbox"/> Conference Room 3	<input type="checkbox"/> Milani
	<input type="checkbox"/> Conference Room 4	<input type="checkbox"/> Day Care
	<input type="checkbox"/> Patio	<input type="checkbox"/> Field
	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Church Vestibule
	<input type="checkbox"/> Gym	<input type="checkbox"/> Picnic Area
	<input type="checkbox"/> Nursery	

Organization: _____
(Organización)

Event: _____
(Evento)

Date of Event: _____
(Fecha de Evento)

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

Group Size: _____
(Tamaño de grupo)

Contact Person: _____
(Persona de Contacto)

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

Date of Request: _____
(Fecha de Solicitud)

Note: Anyone listed below will be viewed publicly on the Calendar as contact.
(La información abajo será mostrada públicamente en el Calendario.)

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:** _____ **Google Calendar:** _____

Notes: _____