

ST. MARY PARISH

Room Reservation Request

Please fax completed form to 262.694.6048 or email to parish@stmarycatholic.org
You may also drop off the completed form at the Parish Office during normal business hours.

Today's Date: _____

CONTACT INFORMATION

Contact Name:		Group or organization Name:	
Phone #:		Email Address:	

ROOM REQUEST

Please check all that apply:

<input type="checkbox"/>	Parish Center Dining Room	<input type="checkbox"/>	Bell Hall
<input type="checkbox"/>	Parish Center Fr. Mike Newman Library	<input type="checkbox"/>	Church
<input type="checkbox"/>	St. Thomas Chapel	<input type="checkbox"/>	St. Francis Room
<input type="checkbox"/>	Rectory Meeting Room (staff only)	<input type="checkbox"/>	School Cafeteria
<input type="checkbox"/>	Other – please specify:	<input type="checkbox"/>	Gym (if reserving Gym <u>ONLY</u> please contact Dan Cairo at 262-960-3382 to make necessary arrangements) <i>If reserving Gym with other rooms, we will contact Dan.</i>

EVENT SPECIFICS

Event Name or purpose:					
Reservation Date(s)		Actual Event Time:	From:	To:	
Set up Time:		Clean Up Time (if Applicable):			
Other Information we should know:					

BULLETIN

Would you like this event listed in the bulletin calendar YES NO

Please Note: If you do not specify Yes or No, the event will not be included. If you cancel or change this reservation, you must notify the Rectory Office at 262-694-6018 ext. 0 at least 10 days in advance or risk bulletin errors.

IMPORTANT ADDITIONAL INFORMATION

Please note the following:

- Room is reserved as is. If any chairs/tables or other items are moved for the event, they need to be returned to the same layout the room was found in.
- It is the responsibility of the reserving group to:
 - ❖ clean up any refuse and dispose of it in the outside dumpsters at the end of the event.
 - ❖ ensure that all doors are locked and all lights are turned off when event is over.
- For security reasons, rooms must be vacant (including clean-up time) no later than 10:00pm. If this is not possible, you must seek prior approval from the Director of Administrative Services.

Signature

Date

INTERNAL ADMINISTRATIVE USE ONLY

Date Received	Date Recorded & Initials
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