

ST. CLEMENT CHURCH ROOM RESERVATION

{Please fill out completely}

Name of Ministry/Organization: _____ Contact Person: _____

Daytime Phone: _____ Email _____

If hall rental, name of person renting hall: _____

Name of Event: _____ Estimated Number of attendees: _____

Date(s) requested: _____ Alternative date(s): _____

Event time: _____ am/pm to _____ am/pm

Set-up time: _____ am/pm to _____ am/pm

Facility Request:

Ed. Center/Portable:

Room 7 ☐
Room 8 ☐
Room 9 ☐
Room 10 ☐
Room 11 ☐
Room 12 ☐
Mid. School rm. ☐
St. Michael ☐
St. Ignatius ☐

Cronin Hall:

Kitchen side ☐
Middle section ☐
Stage side ☐
Kitchen ☐

Church:

Main Church ☐
Chapel ☐
Pastoral office ☐

Office:

Conference room ☐

Curtain(s) open: Y ☐ / N ☐

If yes, which side(s) _____

****If a microphone is needed, please contact Carol Rodriguez at 813-727-5214**

Policies and Procedures for use of St. Clement Church Facilities

- If a microphone is needed, please contact Carol Rodriguez at 813-727-5214
- Submitting a Room Reservation Form does not guarantee usage for the specific room or time desired.
- Requests will be considered in the order in which they are received.
- You must use only the room(s) assigned to you. Switching to another room is not permitted.
- Clean up includes returning the room(s) to the same order as they were when you arrived.
- Lights & air conditioning must be turned off at the end of your meeting.
- Trash must be removed to the dumpster next to Cronin Hall.
- **CHILDREN MUST BE SUPERVISED AT ALL TIMES FOR INSURANCE AND LIABILITY PURPOSES. FAILURE TO DO SO WILL RESULT IN DENIAL OF FUTURE USE OF THE FACILITIES.**

I have read and agree to abide by the above policies and procedures as set forth on the section of this agreement pertaining to the use of St. Clement facilities.

Name _____

Date _____

Date request received: _____

Other notes: _____

Date entered: _____

Entered by: _____