

St. Clare Catholic Parish Room Reservation Form 2018-2019

(PLEASE PRINT ALL INFORMATION)

OFFICE USE ONLY

Date received _____
 Initials _____
 Approved: Yes No
 Initials _____

Booking Details:

Today's Date: _____ Ministry/Organization: _____

Event/Meeting Name: _____

Contact Person: _____

(Please print)

Email Address: _____ Phone Number: _____

Event Details:

Check how often you will be using: once weekly monthly other

Other (description): _____

Start/End Time: From _____ to: _____

Set-up Start Time _____ Clean Up Time _____

Additional Coordination:

Answering "yes" to any of these questions requires additional paperwork, approval, and planning.

Will you charge for this event? Yes No If so, what will the charge be? _____

Please fill out a "Fundraiser Request Form" for this event. Fundraiser request approval is required before event will be booked.

Facility Requested:

Please check the facility needed

Church

Church (1152 max.) Narthex St. Clare Room (161 max.) Church Parking Lot

Morris Center

Morris Center, East (294 max. / 120 seated) LaSalle Room (43 max.)
 Morris Center, West (294 max. / 120 seated) St. Francis Room (43 max.)
 Morris Center Plaza

Evangelist Center

St. Matthew Room (42 max.) St. Mark Room (42 max.)
 St. Luke Room St. John Room

Kitchen(ette)

Morris Center Kitchenette Morris Center Kitchen St. Clare Room Kitchenette

(continued →)

Room Set-Up:

Please check the set-up needed:

Auditorium Style

Banquet Style

Classroom Style

Meeting Style

Please sketch your set-up needs (*will provide if possible*):

Expected Attendance: _____

Number of round tables (Seats 8 people per table) _____

Number of long, rectangular tables (Seats 10 people per table) _____

Special Instructions:

Technology Needs: (*Training required at least two weeks before event date*)

Audio-

CD Player

Microphone

Video

DVD Player

TV/Projector

Laptop Cables (HDMI/VGA)

Other

Wireless Internet (Wifi)

Other Technology/Equipment Needs:

Signature of contact person for this event:
