

Today's Date: \_\_\_\_\_

FACILITY RESERVATION FORM

2017-2018

July '17 calendar grid with days of the week and dates.

August '17 calendar grid with days of the week and dates.

September '17 calendar grid with days of the week and dates.

October '17 calendar grid with days of the week and dates.

November '17 calendar grid with days of the week and dates.

December '17 calendar grid with days of the week and dates.

January '18 calendar grid with days of the week and dates.

February '18 calendar grid with days of the week and dates.

March '18 calendar grid with days of the week and dates.

April '18 calendar grid with days of the week and dates.

May '18 calendar grid with days of the week and dates.

June '18 calendar grid with days of the week and dates.

Fall Break: 10/5 - 10/9 Thanksgiving Break: 11/22 - 11/24 Christmas Break: 12/20 - 1/2 Winter Break: 2/1 - 2/5 Spring Break: 4/2 - 4/6

EVENT'S NAME: \_\_\_\_\_

Organization: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Facility Requested: \_\_\_\_\_ No of People: \_\_\_\_\_

Start Time: \_\_\_\_\_ am/pm End Time: \_\_\_\_\_ am/pm

Additional time needed for set-up \_\_\_\_\_ Additional time needed for clean up \_\_\_\_\_

Request doors to unlock at least 15 min. prior to event as necessary. Doors should unlock at \_\_\_\_\_ am/pm (For security reasons doors re-lock 20 min. after the beginning of your event. Doors will reopen from the inside)

Audio/Visual Needed: Yes \_\_\_ No \_\_\_ Audio/Visual Instruction Needed \_\_\_\_\_

Please specify your requested Audio/Visual need. Please note all classrooms and Spirituality Center Rm 1 & 2 are equipped with Audio/Visual

Small TV & DVD Player \_\_\_\_\_ Projector and Screen \_\_\_\_\_ Large Screen Monitor \_\_\_\_\_ Microphone \_\_\_\_\_

CAMPUS MAP ON THE REVERSE SIDE OF THIS FORM

Circle requested doors to be open for entry to event (Electronic Door System): 3-Gym, 5-Parish Activity Center Front, 4-Parish Activity Center Rear, 1-Pastoral Center, 2-Rear Pastoral Center, 6-Front School, 7-West Side School, Gym Breezeway, School Breezeway, School Kitchen Door, Meeting Room A, Meeting Room C

Sacred Heart Spirituality Center: SPIRITUALITY CENTER REQUIRES HARD KEY

Please note: Due to variety of Parish Activities, your preferred time and space may not be available. We will do our best to accommodate all requests. Please notify the Parish Office of any cancellations so that your reserved space can be made available to others.

Internal use: MS \_\_\_\_\_ CN \_\_\_\_\_

