



St. Pius X Facilities Reservation Request Form
Church Ministry/Organization

Received
Date

Parish Ministry/Organization:

Requested by: Phone #:

E-Mail: Date(s) Requested:

Recurring: Y/N Frequency: Daily / Weekly / Monthly / Other Multi-Day Event Y/N

Name of Event: Expected Attendance:

Published Times (Day 1): to Printed on Monthly/Web Calendar: Y/N

Published Times (Day 2): to Set up: Clean up: (minutes)

Person responsible for clean up: Name: Phone #:

All rooms must be left clean, with furniture in place as per floor plan

Multiple Rooms Requested - check all that are requested

Table with 5 columns: Sacred Spaces, Administration Bldg, Parish Hall, Lower Level, Outdoor Spaces. Each column contains a list of rooms with checkboxes.

Kitchen Requests - Use of kitchen must be coordinated with Kitchen Director, Iris Grant

- Full Kitchen (includes use of warmers, coffee maker, icemaker, garbage cans, prep space, sink, and stoves)
Limited Kitchen (includes access to icemaker, garbage cans, prep space, sink)

Room Set-up Requests:

- Banquet, Classroom, Theater, U-Shaped, Other (Attach Form)

Special Equipment Requests:

- TV/DVD, Podium, Microphone, LCD Projector, Laptop, Screen, HDMI Cable, RJ45 Cable, VGA Cable

After Hours Event

Person Responsible for Unlocking: Lock-up:

Will there be children attending? Parents may only supervise their own children. Gathering of children (including nursery) without parents requires 2 chaperones (over 18 yrs.) who are both trained and approved in accordance with Archdiocesan and Parish policy. Call Parish Office for details.

Person #1 Responsible for Children:

Phone #: E-mail: Safe Environment verified

Person #2 Responsible for Children:

Phone #: E-mail: Safe Environment verified

Events on Saint Pius X property must not violate parish policies and goals.

CC: Director of Facility / Director of Hispanic Ministries / Kitchen Director / Director of Religious Education