



St. Pius X Facilities Reservation Request Form Parish Ministry or Organization

Rcvd: _____
Schd: _____

Parish Ministry/Organization: _____ Date(s) Requested: _____

Requested by: _____ Pastor approval: _____

Phone #: _____ E-Mail: _____

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

Name of Event: _____ Expected Attendance: _____

Event Time (Day 1): _____ to _____ Set up: _____ Clean up: _____ (minutes)

Event Time (Day 2): _____ to _____

Person responsible for clean up: **Name:** _____ **Phone #:** _____

All rooms must be left clean, with furniture in place as it was found

Multiple Rooms Requested - check all that are requested

<u>Sacred Spaces</u>	<u>Administration Bldg</u>	<u>Parish Hall</u>	<u>Lower Level</u>	<u>Outdoor Spaces</u>
<input type="checkbox"/> Day Chapel <input type="checkbox"/> Main Sanctuary <input type="checkbox"/> Visiting Clergy <input type="checkbox"/> Faculty letter on file	<input type="checkbox"/> Administration Hall <input type="checkbox"/> Bethlehem Rm <input type="checkbox"/> Cana Rm <input type="checkbox"/> Gathering Area <input type="checkbox"/> Small Kitchen	<input type="checkbox"/> Kitchen <input type="checkbox"/> Nursery * <input type="checkbox"/> Parish Hall <input type="checkbox"/> St. Benedict <input type="checkbox"/> St. Scholastica	<input type="checkbox"/> Adult Clsrm (9/10) <input type="checkbox"/> Children's Clsrm (1-8) <input type="checkbox"/> Double Clsrm (13/15) <input type="checkbox"/> Conference Rm (11) Room(s) # _____ Room(s) # _____	<input type="checkbox"/> Ball Field <input type="checkbox"/> Front Canopy <input type="checkbox"/> Overflow Lot <input type="checkbox"/> Picnic Area <input type="checkbox"/> Courtyard

Kitchen Requests - Use of kitchen must be coordinated with Office Manager, Rita Salvador

- 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:	Special Equipment Requests:
<input type="checkbox"/> Banquet <input type="checkbox"/> U-Shaped <input type="checkbox"/> Classroom <input type="checkbox"/> Other (Attach Form) <input type="checkbox"/> Theater	<input type="checkbox"/> TV/DVD <input type="checkbox"/> LCD Projector <input type="checkbox"/> Podium/Mic <input type="checkbox"/> Parish Laptop <input type="checkbox"/> Handheld Mic <input type="checkbox"/> Screen <input type="checkbox"/> HDMI Cable <input type="checkbox"/> VGA Cable

After Hours Events – Parish buildings and locked by 9:00 p.m. nightly. Rooms should be cleaned and reset by this time. Any events lasting later require approval in advance.

Will there be children attending? Yes No	<p><u>*Only Safe Environment compliant individuals 18 and older can be responsible for children not in the presence of their parent.</u> <i>Gathering of children (including nursery) anywhere without parents present requires 2 adults who are both background checked and VIRTUS trained in accordance with Archdiocesan policy. Contact Rita Salvador to verify or renew clearance.</i></p>
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Notes: _____

INSURANCE CERTIFICATE NEEDED? Yes _____ No _____ On File? Yes _____ No _____

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

CC: Facilities Coordinator / Director of Hispanic Ministries / Director of Religious Education