



## St. Pius X Facilities Reservation Request Form

### Parish Ministry or Organization

Parish Ministry/Organization: \_\_\_\_\_ Date(s) Requested: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Recurring: Yes / No Recurs: Daily / Weekly / Monthly (Specify Day/Week/etc.) \_\_\_\_\_

Multi-Day Event Y / N \_\_\_\_\_

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

Event Time (Day 2): \_\_\_\_\_ to \_\_\_\_\_

Requested by: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Pastor Approval: \_\_\_\_\_

Person responsible for clean up: Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

#### Please check all that are requested

##### Sacred Spaces

- ☐ Main Sanctuary
- ☐ Visiting Clergy
- ☐ Faculty letter on file

##### Administration Bldg

- ☐ Jerusalem Hall
- ☐ Bethlehem Rm
- ☐ Cana Rm
- ☐ Gathering Area

##### Parish Hall

- ☐ Kitchen
- ☐ Nursery
- ☐ Parish Hall
- ☐ St. Benedict
- ☐ St. Scholastica

##### Lower Level

- ☐ Adult Clrm (9/10)
- ☐ Children's Clrm (1-8)
- ☐ Double Clrm (13/15)
- Room(s) # \_\_\_\_\_

##### Outdoor Spaces

- ☐ Ball Field
- ☐ Front Canopy
- ☐ Picnic Area
- ☐ Courtyard
- ☐ Overflow Lot

#### **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:**

- ☐ Banquet
- ☐ Theater
- ☐ Classroom
- ☐ Other (Attach Form)

#### **Special Equipment Requests:**

- ☐ TV/DVD
- ☐ Projector
- ☐ Podium/Mic
- ☐ Screen

**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

**\*Only Safe Environment compliant individuals 18 and older can be responsible for children who are not in the presence of their parent.** Gathering of children (including nursery) anywhere without parents present requires 2 adults who are both background checked and VIRTUS trained (Archdiocesan policy). Contact Rita Salvador with names of adults responsible for children (other than parents) to verify requirements are met. This should be done in advance of the event to avoid event having to cancel childcare.

Notes: \_\_\_\_\_

INSURANCE CERTIFICATE NEEDED? Yes \_\_\_\_\_ No \_\_\_\_\_

On File? Yes \_\_\_\_\_ No \_\_\_\_\_

Rcvd: \_\_\_\_\_

Schd: \_\_\_\_\_

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