

RETURN TO: PARISH OFFICE

**ST. ALPHONSUS FACILITY REQUEST FORM  
JULY 1, 2011 - JUNE 30, 2012**

**NOTE: Scheduling cannot take place until all 12 items on this form are filled out and returned to the Parish Office.** In the event there is a scheduling conflict with another group, scheduling cannot be completed until the conflict has been resolved. **Liturgical, Sacramental, and all Educational Programs take scheduling priority for facility use.** Available facilities rooms are listed on the back of this form. Keys should be signed out and picked up from the Parish Office receptionist during regular weekday office hours.

1) TODAY'S DATE: \_\_\_\_\_

2) FULL NAME OF ORGANIZATION: (i.e. Girl Scouts - Troop #688) \_\_\_\_\_

3) PERSON IN CHARGE OF THE EVENT (please print): (i.e. John Doe, 421-2442)

Name \_\_\_\_\_ Telephone # \_\_\_\_\_

4) NAME OF PRIEST/DIRECTOR/PRINCIPAL PROVIDING APPROVAL FOR THIS EVENT (required):

Name \_\_\_\_\_

5) EVENT/REASON (for which the room is being scheduled --- be specific):

6) WHICH ROOM (in which building) DO YOU WISH TO USE? (See list on reverse side; if more than one room is needed, list them all here, crossing out the "2<sup>nd</sup> Choice", "3<sup>rd</sup> Choice", and "4<sup>th</sup> Choice" titles.)

1st Choice: \_\_\_\_\_

3rd Choice: \_\_\_\_\_

2nd Choice: \_\_\_\_\_

4th Choice: \_\_\_\_\_

7) WHAT DAYS, DATES, FULL TIME SPAN (SET-UP TO CLEANUP) & MEETING START TIME REQUIRED?

(Meeting Start Time is what will appear in the bulletin and on the web-based calendar so do not leave this area blank.)

Day & Date (i.e. Tues/8-15-11)

Full Time Span (Set-up to Clean-up)

Meeting Start Time (required)

DAY&DATE \_\_\_\_\_ / \_\_\_\_\_

START/END \_\_\_\_:\_\_\_\_ - M \_\_\_\_:\_\_\_\_ - M

START \_\_\_\_:\_\_\_\_ - M

DAY&DATE \_\_\_\_\_ / \_\_\_\_\_

START/END \_\_\_\_:\_\_\_\_ - M \_\_\_\_:\_\_\_\_ - M

START \_\_\_\_:\_\_\_\_ - M

DAY&DATE \_\_\_\_\_ / \_\_\_\_\_

START/END \_\_\_\_:\_\_\_\_ - M \_\_\_\_:\_\_\_\_ - M

START \_\_\_\_:\_\_\_\_ - M

DAY&DATE \_\_\_\_\_ / \_\_\_\_\_

START/END \_\_\_\_:\_\_\_\_ - M \_\_\_\_:\_\_\_\_ - M

START \_\_\_\_:\_\_\_\_ - M

DAY&DATE \_\_\_\_\_ / \_\_\_\_\_

START/END \_\_\_\_:\_\_\_\_ - M \_\_\_\_:\_\_\_\_ - M

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DAY&DATE \_\_\_\_\_ / \_\_\_\_\_

START/END \_\_\_\_:\_\_\_\_ - M \_\_\_\_:\_\_\_\_ - M

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DAY&DATE \_\_\_\_\_ / \_\_\_\_\_

START/END \_\_\_\_:\_\_\_\_ - M \_\_\_\_:\_\_\_\_ - M

START \_\_\_\_:\_\_\_\_ - M

(Use an additional form for more Days, Dates and Start/End times required)

8) SHOULD THIS BE LISTED IN THE BULLETIN CALENDAR ("This Week" section)? Yes [ ] No [ ]

(All bulletin ANNOUNCEMENTS/ARTICLES need to be put on a BULLETIN REQUEST FORM. Please ask the Parish receptionist for this form.)

9) I have read the "GUIDELINES FOR SPACE USE" and agree to comply with such guidelines. Signed \_\_\_\_\_

10) PERSON MAKING THIS REQUEST (please print): \_\_\_\_\_

EMAIL ADDRESS (optional, but preferred): \_\_\_\_\_

11) ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

12) EVENING PHONE: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_

This request needs to be in the Parish Office **at least TWO WEEKS** prior to the date you are requesting. Confirmation of the scheduling of your request will be mailed to you. If you have any questions, please call 421-2442.

## **RETURN TO: PARISH OFFICE**

### **FACILITY INFORMATION**

**Note: Circle facility room(s) needed and list on reverse side in priority order in item #6.**

#### **School Building:**

S-102/S-104 - Scout Room, Overflow lunchroom  
S-312 – Christian Formation Office  
S-331  
S-333  
Classrooms - Identify  
Blue Room – Capacity 70  
Kitchen (Blue Room)  
Library (School) – Capacity 35  
Spangler Hall/Gym – Capacity 350  
Teacher’s Lounge, w/kitchenette

#### **Life Long Learning Center (West side of School):**

Jericho I – Capacity 35  
Jericho II – Capacity 35  
Jerusalem – Capacity 150  
Nazareth – Capacity 50

#### **Outreach Center (Old Rectory Building):**

Conference Room (Basement) – Capacity 10  
Living Room (1<sup>st</sup> Floor) – Capacity 10-20  
Mailing Room (Basement) – Capacity 25

#### **2<sup>nd</sup> Floor:**

Meeting Room (Rm. O-201) – Capacity 8-10  
Meeting Room (Rm. O-202) – Capacity 4-6  
Meeting Room (Rm. O-203) – Capacity 4-6  
Meeting Room (Rm. O-204) – Capacity 10-20

#### **Church & Community Room:**

Chapel – Capacity 99  
Church – Capacity 1200  
Community Room (West) – Capacity 300  
Community Room (East), w/kitchenette – Capacity 200  
Gathering Space – Capacity 10

#### **Parish Ministry Center (Old PEC Building):**

Sunroom & Library (Rm. P-101) – Capacity 10-30  
Kitchen (Rm. P-102)  
Mailing/Work Room (Rm. P-103) – Capacity 20  
Large Room (Rm. P-104) – Capacity 35  
Large Room (Rm. P-105)-Capacity 35  
Meeting Room (Rm. P-106) – Capacity 4-6  
Meeting Room (Rm. P-108) - Capacity 4-6  
Meeting Room (Rm. P-109) - Capacity 12