

RETURN TO: PARISH OFFICE

ST. ALPHONSUS FACILITY REQUEST FORM
JULY 1, 2010 - JUNE 30, 2011

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.

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) REASON/EVENT 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)
1st Choice: _____ 3rd Choice: _____
2nd Choice: _____ 4th Choice: _____

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

Table with 3 columns: Day & Date (i.e. Tues./8-15-10), Full Time Span (Set-up to Clean-up), Meeting Start Time (required). Rows include DAY&DATE, START/END, and START for multiple entries.

(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 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): _____

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.

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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 (1st Floor) – Capacity 10-20

Mailing Room (Basement) – Capacity 25

2nd 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

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