

# ROOM USE & EVENT REQUEST FORM

## *Hoja de Solicitud de Salón y Eventos Parroquiales*

**Room Desired:** \_\_\_\_\_ Church \_\_\_\_\_ Room 8 in the School  
(*Salon Deseado*) \_\_\_\_\_ Conference Room 1 \_\_\_\_\_ Room 10 in the School  
\_\_\_\_\_ Conference Room 2 \_\_\_\_\_ Room 11 in the School  
\_\_\_\_\_ Conference Room 3 \_\_\_\_\_ Milani  
\_\_\_\_\_ Conference Room 4 \_\_\_\_\_ Day Care  
\_\_\_\_\_ Patio \_\_\_\_\_ Field  
\_\_\_\_\_ Kitchen \_\_\_\_\_ Church Vestibule  
\_\_\_\_\_ Gym \_\_\_\_\_ Picnic Area  
\_\_\_\_\_ Nursery

**Organization:** \_\_\_\_\_  
(*Organización*)

**Event:** \_\_\_\_\_  
(*Evento*)

**Date of Event:** \_\_\_\_\_  
(*Fecha de Evento*)

**Room Use Time:** \_\_\_\_\_ **Event Start Time:** \_\_\_\_\_  
(*Horario de Uso*) (*Horario de Inicio de Evento*)

**Group Size:** \_\_\_\_\_  
(*Tamaño de grupo*)

**Contact Person:** \_\_\_\_\_  
(*Persona de Contacto*)

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
(*Numero de teléfono*) (*Correo electrónico*)

**Date of Request:** \_\_\_\_\_  
(*Fecha de Solicitud*)

**Note: Anyone listed below will be viewed publicly on the Calendar as contact.**  
(*La información abajo será muestreada públicamente en el Calendario.*)

**Name of Person listed on the calendar as the contact:** \_\_\_\_\_

**Contact information for the above listed person:** \_\_\_\_\_

**Note: Set-up and clean-up of the rooms is the responsibility of the USER.**  
**Nota: Arreglo y Limpieza del Salón es responsabilidad de la PERSONA que lo solicita.**

**For Office Use Only (Para uso de la Oficina Solamente)**

**Staff Liaison:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Calendar:** \_\_\_\_\_ **Contact Person Informed:** \_\_\_\_\_ **Google Calendar:** \_\_\_\_\_

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