

**St. Clare Catholic Parish**  
**Room Reservation Form 2019-2020**  
(PLEASE PRINT ALL INFORMATION)

<b>OFFICE USE ONLY</b>
Date received _____
Initials _____
Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>
Initials _____

**Booking Details:**

Today's Date: \_\_\_\_\_ Ministry/Organization: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
(Please print)  
Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Event Details:**

Event/Meeting Name: \_\_\_\_\_  
Check how often you will be using: **Once**  Preferred Date \_\_\_\_\_  
**Weekly**  Preferred Day: \_\_\_\_\_ **Monthly**  Preferred Day \_\_\_\_\_  


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**Start Date:** \_\_\_\_\_ **Start Time** \_\_\_\_\_ **End Date:** \_\_\_\_\_ **End Time** \_\_\_\_\_  
Set-up Start Time \_\_\_\_\_ Clean Up Time \_\_\_\_\_

**Additional Coordination:**

Answering "yes" to any of these questions requires additional paperwork, approval, and planning.

Will you charge for this event? Yes  No  If so, what will the charge be? \_\_\_\_\_

Please fill out a "Fundraiser Request Form" for this event. Fundraiser request approval is required before event will be booked.

**Facility Requested:**

Please check  the facility needed

**Church**

Church (1152 max.)  Narthex  St. Clare Room (161 max.)  Church Parking Lot

**Morris Center**

Morris Center, East (294 max. / 120 seated)  LaSalle Room (43 max.)   
Morris Center, West (294 max. / 120 seated)  St. Francis Room (43 max.)   
Morris Center Plaza

**Evangelist Center**

St. Matthew Room (42 max.)  St. Mark Room (42 max.)   
St. Luke Room  St. John Room

**Kitchen(ette)**

Morris Center Kitchenette  Morris Center Kitchen  St. Clare Room Kitchenette

(continued →)

**Room Set-Up:**

Please check  the set-up needed:

**Note:** Due to increase use of facilities, any ministry group that is able to offer set-up assistance help is always appreciated. Ministry Will Set Up

Auditorium Style  Banquet Style  Classroom Style

Meeting Style

- Single rectangle table (seats 6-8)
- Double rectangle tables - pushed together (seats 10-12)
- Square shape - 4 rectangle tables (seats 16-20)

Expected Attendance: \_\_\_\_\_

Number of round tables (Seats 8 people per table) \_\_\_\_\_

Number of long, rectangular tables (Seats 10 people per table) \_\_\_\_\_

Number of Chairs: \_\_\_\_\_

Special Set-up Instructions:

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**Technology Needs: (Training required at least two weeks before event date)**

**Audio-**

CD Player  Microphone

**Video**

DVD Player  TV/Projector  Laptop Cables (HDMI/VGA)

**Other**

Wireless Internet (Wifi)

Other Technology/Equipment Needs:

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Signature of contact person for this event:

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