

**St Gregory the Great Catholic Church**  
**Event/Meeting Reservation Form**

Please submit your reservation request with all of the following information. Request must be submitted at least one week in advance. You will be notified when the reservation is approved. Please call the Parish Office for any request to use the Church or the Adoration Chapel.

Prior to submitting your reservation request, please check the calendar of events at [www.stgregorys.net](http://www.stgregorys.net) for availability.

|   |       |   |
|---|-------|---|
| Facility being requested: PARISH OFFICE | _____ | Office is open 9 am-8 pm<br>2 meeting are rooms available |
| PARISH HALL                             | _____ | Key must be picked up at the Parish office                |
| GYM                                     | _____ | Key must be picked up at the Parish office                |
| SENIOR CENTER                           | _____ | Key must be picked up at the Parish office                |

Organization: \_\_\_\_\_

Organization Head: \_\_\_\_\_

Name of person submitting request: \_\_\_\_\_

Phone number/e-mail where you can be reached: \_\_\_\_\_

Event: \_\_\_\_\_

Date of event/meeting: \_\_\_\_\_

Preparation time/start time: \_\_\_\_\_

Clean up time/ending time: \_\_\_\_\_