

# St. Alphonsus Facility Request Form

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

Priest or Staff Member Approver: \_\_\_\_\_

Person Making This Request: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Room/s you wish to use (see page 2):

1<sup>st</sup> Choice: \_\_\_\_\_ 2<sup>nd</sup> Choice: \_\_\_\_\_

3<sup>rd</sup> Choice: \_\_\_\_\_ 4<sup>th</sup> Choice: \_\_\_\_\_

Date	Start Time (include set up)	End Time (include clean up)

If this event repeats select additional dates:


Do you want this on the public calendar?  Yes  No

If yes please supply additional details below.

Time Participants should arrive	Time Participants should expect to leave

Event Title and Description: \_\_\_\_\_

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Please e-mail completed form to [reservations@st-alphonsus.org](mailto:reservations@st-alphonsus.org)

Reservations for July 1<sup>st</sup> and onward cannot be scheduled until May 1<sup>st</sup> when the Parish staff has completed their scheduling. Please check the calendar first to make sure your day/time are not already booked. 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 are listed below. Keys will have to be signed out and picked up from the Parish Office receptionist during regular weekday office hours: 8:00am-4:30pm Mon-Thur and 8:00am-1:00pm Fri. Keys for school rooms can be signed out from the School Office. Your request is not confirmed until you receive a confirmation back from the Parish Office. If you need an **announcement** in the bulletin please e-mail [matthew@st-alphonsus.org](mailto:matthew@st-alphonsus.org) with the details. If you arrive outside of your reservation time be aware the staff member approving this request will be notified and this may also result in future requests for facility usage to be denied.

**School Building:**

Spangler Hall/Gym – Capacity 350  
Multi-Purpose Room – Capacity 256  
Fr. Alan Meeting Room – Capacity 75

**Parish House:**

Living Room/Kitchen – Capacity 12  
Adults

**Church:**

Chapel – Capacity 70  
Church Proper – Capacity 780  
Gathering Space – Capacity 50  
Community Room – Capacity 400

**Parish Ministry Center:**

Sunroom & Library(101) – Capacity 30  
Liguori Room(102) – Capacity 10  
Mailing/Work Room(103) – Capacity 16  
Large Room(104) – Capacity 30  
Medium Room(105) – Capacity 20  
Conference Room – Capacity 10  
Small Youth Room – Capacity 20  
Large Youth Room – Capacity 25