

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):

1st Choice: _____ 2nd Choice: _____

3rd Choice: _____ 4th 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: _____

Please e-mail completed form to reservations@st-alphonsus.org

Reservations for July 1st and onward cannot be scheduled until May 1st 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 will be verified by the approver and 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 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