1.) Save this form, 2.) Fill this form out, 3.) Save, 4.) Click the email address above, 5.) Attach saved form

ST. ALPHONSUS FACILITY REQUEST FORM

NOTE: Reservations for July 1 onward cannot be scheduled until May 1 when 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 on the back of this form. Keys will have to signed out and picked up from the Parish Office receptionist during regular weekday office hours: 8:00am-4:30pm Mon-Thur and 8:00-1:00pm Fri. Keys for school rooms can be signed out from the School Office. Your request is not confirmed until you receive back a confirmation from the Parish Office.

TODAY'S DATE:	ORGANIZATION
NAME OF PRIEST/DIRECTOR/S (required)	STAFF MEMBER PROVIDING APPROVAL FOR THIS EVENT
PERSON MAKING THIS REQUI	ESTPHONE:
EMAIL ADDRESS (confirmation	will be emailed):
HOME ADDRESS (IF NO EMAII	L)
EVENT NAME	
	See list on reverse side) circle "AND" if more than 1 room is needed
1st Choice:	AND/OR 2nd Choice:
3 1 C1 :	AND/OR 4th Choice:

Day	& Date	Full Time Span (Set-up to Clean-up)				Meeting Start Time	
Day	Date	Start Time (include set up)	am/pm	End Time (include clean up)	am/pm	Time Meeting Starts	am/pm

Use an additional form for more Days, Dates and Start/End times required

If you need an ANNOUNCEMENT in the bulletin, submit a BULLETIN REQUEST FORM, available from the Parish Office Please try to submit request to the Parish Office at least TWO WEEKS prior to the date you are requesting. If you have any questions, please call 421-2442.

ST. ALPHONSUS FACILITY INFORMATION

School Building:

Library (School) – Capacity 35 Spangler Hall/Gym – Capacity 350 Teacher's Lounge, w/kitchenette Classrooms – Identify by Room # S-200 (Fr. Alan Meeting Room) – Capacity 150 Multi-Purpose Room – Capacity 256

Parish House:

PH Living Room/Kitchen - Capacity 12 Adults

Note: Kitchen and Refrigerator are not avail from 9am Sat to 1pm Sun on Food Pantry weekends (1/month)

Church & Community Room:

Chapel - Capacity 99

Church - Capacity 780 (w/o Choir seats)

Gathering Space - Capacity 50

Community Room (West) - Capacity 300

Community Room (East), w/kitchenette - Capacity 200

Parish Ministry Center:

Sunroom & Library (Rm. P-101) – Capacity 10-30
Mailing/Work Room (Rm. P-103) – Capacity 16
Large Room (Rm. P-104) - Capacity 30
Meeting Room (Rm. P-105) - Capacity 20
2nd Floor - Conference Room – Capacity 10
Lower Level - Youth Room 1- Capacity - 25

Youth Room 2 – Capacity – 20