



**St Joseph Parish FACILITY  
REQUEST FORM**  
for July 1, 2010 – June 30, 2011

Date of Submission: \_\_\_\_\_

**BASIC INFORMATION**

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

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

**Event Name:**

**PLEASE NOTE: Mark the blanks next to the facilities with a '1' or '2,' indicating your first choice and your second choice.**

**REQUEST TIMES**

Reservation Begins: \_\_\_\_\_ AM \_\_\_\_ PM  
(What time do you need to be in the room? Include set up.)

Reservation Ends: \_\_\_\_\_ AM \_\_\_\_ PM  
(When will you be completely out? Include clean up.)

**REQUEST DATE(S)**

First Date: \_\_\_\_\_ (MM/DD/YY)

Regular Recurrence:  
(Does this event repeat on a regular basis?  
For example, every Tues, every 3<sup>rd</sup> Thurs, etc.)

*You may request many different dates for this event as long as ALL TIME & FACILITY INFO remains the same. Day of the week doesn't matter, only time and place consistency. Different times/places require another request form. If you need more dates, use the blank space below to list additional dates. Thank you.*

Additional Dates: (MM/DD/YY)

**Parish Office & Ministry (POM) Center**

- \_\_\_ Emmaus Room
- \_\_\_ St. Joseph Room & Garden
- \_\_\_ POM Kitchen (***Sat/Sun only***)
- \_\_\_ St. Therese of Lisieux Room
- \_\_\_ St. Mary Room
- \_\_\_ Loughry Room
- \_\_\_ Parish Library (Mon.-Fri. only)
- \_\_\_ POM Garage

**Parish School Building**

*Koenig Center*

- \_\_\_ Side A (Tile Side)
- \_\_\_ Side B (Carpet Side)
- \_\_\_ Koenig Kitchen

*School Building*

- \_\_\_ Classrooms
- \_\_\_ School Library
- \_\_\_ Gym (*requires school approval*)
- \_\_\_ Gym Foyer
- \_\_\_ RE Conference Room (***evening & weekend ONLY***)

**Formation Center**

- \_\_\_ Room D
- \_\_\_ Room C
- \_\_\_ Room B

\_\_\_ **Church**

- \_\_\_ Narthex

**200 Building**

- \_\_\_ 200LL (*lower level, AKA basement*)