

ROOM RESERVATION REQUEST

- PLEASE PRINT LEGIBLY -

PREVIOUSLY SUBMITTED REQUEST:

CHANGES

CANCELLATION

LOCATION
CODES

SAN
CHA
CHU
FULL
KTW
LHW
LHE
KTE
PJP
ANN
SJR
BJSF
COM
BRI
NURS
CL1
CL2
CL3
CL4
CL5
CL6
PAUL
HFR
BJS
STL
OLG
BBF
BBQ
BBC
LAB
CLOT
HLOT
YLOT
OSC
STA
QUAD
OFF

(SEE REVERSE
SIDE FOR CODE
LISTING)

EVENT: _____ EST # EXPECTED _____

DATE SUBMITTED: ___ / ___ / _____ REQUESTED BY: _____

CONTACT PERSON: _____ PHONE: _____

ORGANIZATION/SPONSOR: _____

DESIRED DATE(S): FROM ___ / ___ / _____ TO: ___ / ___ / _____

ALTERNATE DATE(S): FROM ___ / ___ / _____ TO: ___ / ___ / _____

TIME: SETUP TIME: FROM ___ : ___ M

EVENT TIME: FROM ___ : ___ M TO: ___ : ___ M

CLEANUP: To ___ : ___ M

ROOM(S) REQUESTED: _____
(1ST CHOICE) (2ND CHOICE) (3RD CHOICE)

OFFSITE LOCATION: _____

ADDRESS: _____

PHONE: () _____ - _____ TRANSPORTATION MODE: _____

DIOCESAN TRIP REQUEST: DATE SUBMITTED: ___ / ___ / _____ DATE APPROVED: ___ / ___ / _____

REPETITIVE EVENT: NO, ONE-TIME ONLY YES, COMPLETE ONE OF THE FOLLOWING:

WEEKLY: SUNDAY MONDAY TUESDAY WEDNESDAY

THURSDAY FRIDAY SATURDAY

MONTHLY: SAME DAY: _____ SAME DATE: _____

LIST DATES: _____

SET-UP REQUIRED: YES, SET-UP FORM MUST BE SUBMITTED 7 DAYS PRIOR TO EVENT

NO, REQUESTING ORGANIZATION WILL SET-UP

SET-UP DATE: _____ START TIME: ___ : ___ M END TIME: ___ : ___ M

ALL ORGANIZATIONS ARE REQUIRED TO CLEAN-UP AFTER THEMSELVES.

KITCHEN ACCESS? YES NO

BABY SITTING NEEDED? YES NO
(SEPARATE RESERVATION FORM FOR NURSERY REQUIRED)

KITCHEN SUPERVISOR: _____

KEY NEEDED? YES NO RESPONSIBLE PARTY: _____

PHONE NUMBER: () _____ - _____

BULLETIN? YES NO MONTHLY CALENDAR? YES NO WEBSITE CALENDAR? YES NO

IN ORDER TO BE REFLECTED ON THE CALENDAR CORRECTLY, ALL DATES MUST BE SUBMITTED 14 DAYS IN ADVANCE.

YOUR REQUEST HAS BEEN: APPROVED DENIED, CONFLICT WITH PREVIOUSLY SCHEDULED EVENT

AUTHORIZED SIGNATURE

DATE

LOCATION CODES

SAN	SANCTUARY (CHAPEL & CHURCH)	CHA	CHAPEL	CHU	CHURCH
FULL	LOGAN HALL & KITCHEN	KTW	KITCHEN - WEST	LHW	LOGAN HALL - WEST
LHE	LOGAN HALL - EAST	KTE	KITCHEN - EAST	PJP	POPE JOHN PAUL ROOM
ANN	ST. ANN ROOM	SJR	SAN JOAQUIN ROOM	BJSF	BISHOP J STEINBOCK-FIRESIDE
COM	COMPUTER ROOM	BRI	BRIDE'S ROOM	NURS	NURSERY
CL1	CLASSROOM 1	CL2	CLASSROOM 2	CL3	CLASSROOM 3
CL4	CLASSROOM 4	CL5	CLASSROOM 5	CL6	CLASSROOM 6
PAUL	ST. PAUL ROOM	HFR	HOLY FAMILY ROOM	BJS	BLESSED JUNIPERO SERRA ROOM
STL	ST. THERESE LISIEUX ROOM	OLG	OUR LADY GUADALUPE	BBF	BASEBALL FIELD
BBQ	BAR-B-QUE	BBC	BASKETBALL COURT	LAB	LABYRINTH
CLOT	CHURCH LOT	HLOT	HALL LOT	YLOT	YOUTH LOT
OSC	OUTSIDE CHURCH	STA	STAGE	QUAD	QUAD
OFF	OFFSITE				