

**LOCATION
CODES**

ANN
BBF
BBQ
BJS
BJSF
BRI
CEC
CL1
CL1
CL3
CL4
CL5
CL6
CLOT
EAS
FULL
FE0-EH
FE1-KTE
FE2-LHE
FW0-WHAL
FW1-LHW
FW2-KTW
GROTTO
HFR
LAB
NURS
OSC1
OSC2
OSC3
OLG
PAUL
PJP
QUAD
SANC
SANC-
CHAP
SANC-CHU
SJR
STG
STL
YLOT
VOL

SEE
REVERSE
SIDE FOR
CODE LIST

ROOM RESERVATION REQUEST FORM

- New
- Change
- Cancellation

Please Print

Event: _____ Expected Attendance _____

Date Submitted _____ / _____ / _____ Staff-Requested By _____

Contact Person _____ Phone _____

Cell _____ Email _____

Organization/Ministry _____

Desired Date(s): From _____ / _____ / _____ To: _____ / _____ / _____

Alternate Date(s): From _____ / _____ / _____ To: _____ / _____ / _____

Time: Set Up From _____ : _____ M

Event From _____ : _____ M To _____ : _____ M

Clean Up From _____ : _____ M To _____ : _____ M

Room Requested: _____
1st Choice 2nd Choice 3rd Choice

Additional Room(s): _____

Repetitive Event: No, one time only Yes, complete one of the following:

Weekly: Yes, complete the following: Sun Mon Tue Wed Thu Fri Sat

Monthly: Yes, Circle: 1st, 2nd, 3rd, 4th, 5th Sun Mon Tue Wed Thu Fri Sat

Sporadic: Use calendar to circle dates.

Key Needed? No Yes, Responsible Party: _____

Set-Up Required: No, requesting organization will set-up

Yes, Set-up form must be submitted 7 days prior to event

► ALL ORGANIZATIONS ARE REQUIRED TO CLEAN-UP AFTER THEMSELVES ◀

Kitchen Access? No Yes, Kitchen Certified Individual _____

Nursery? No Yes, How many children?

Bulletin Calendar? No Yes **Website Calendar?** No Yes

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

Your request has been: Approved Approved with revision Denied, due to conflict

_____ Date

Authorized Signature

LOCATION CODES

ANN	St. Ann Room, Logan Hall	FW2-KTW	West Kitchen/Breakroom
BBF	Baseball Field	GROTTO	Blessed Virgin Mary Grotto
BBQ	Barbeque	HFR	Holy Family Room, Youth Center
BJS	Blessed Junipero Serra Room	LAB.....	Labyrinth
BJSF	Bishop John T. Steinbock	NURS	Nursery
.....	Fireside Room	OSC1.....	Outside Church South
BRI.....	Bride's Room	OSC2.....	Outside Church North
CEC	St. Cecilia Room	OSC3.....	Outside Church Logan Walkway
CL1	Classroom 1	OLG	Our Lady of Guadalupe Room,
CL1	Classroom 2	Youth Center
CL3	Classroom 3	PAUL	St. Paul Room
CL4	Classroom 4	PJP	Pope John Paul II Conference
CL5.....	Classroom 5	Room
CL6	Classroom 6	QUAD	Quad, Grass Area West of Logan
CLOT	Church Parking Lot	Hall
EAS.....	St. Elizabeth Ann Seton	SANC.....	Sanctuary
FULL	Logan Hall	SANC-CHAP	Chapel
FE0-EH	East Logan Hall and Parish	SANC-CHU..	Church
.....	Kitchen	SJR.....	San Joaquin Room, Logan Hall
FE1-KTE	East Kitchen	STG	Stage in the Quad West of Logan Hall
FE2-LHE	East Logan Hall	STL.....	St. Therese Lisieux Room
FW0-WHAL..	West Logan Hall and	VOL	Volunteer Office
.....	Kitchen/Breakroom	YLOT	Youth Parking Lot
FW1-LHW	West Logan hall		