

ST. FRANCIS XAVIER PARISH

Room Booking Form

This form is to be used for reserving the use of all rooms at the parish including the church, except for the celebration of sacraments. Applications must be accompanied by the signature and contact information for the person responsible for the event(s) applied for. By signing the person agrees to be present at the event(s) and to be responsible for the condition of the facilities. Groups from outside the parish are required to provide a certificate of insurance.

Room(s) Requested	Purpose	Date(s)	Time(s)		
			Set-up	Event	Take down
Church					
Main Hall (Full)					
Main Hall (Half)					
Main Hall (Qtr.)					
Upper Hall					
Boardroom					
Choir Room					
Reception Room					
Other: _____					

Technical Requirements			
LCD Projector		Microphones	
Chairs (#)*		Garbage Containers	
Tables (# & kind)*		Elevator	
<i>*Please attach seating plan to booking.</i>			

Facility Load			
# of People in attendance		Time of entry	
# of cars in parking lot		Time of Exit	

Group & Individual Information					
Sponsoring Group		E-mail			
Group Leader		Home & Cell. #'s			
Responsible Agent		Signature			
<i>The signatory agrees to be responsible to oversee set-up, be present for the stated event(s) and to oversee the take-down and clean-up of the room or rooms used. Any incidents are to be reported to the parish clergy or business manager immediately. An incident report is to be filled out by the signatory.</i>					
Approval Signature		Date Approved		Modifying request requires filling out a revised form.	
Removal of Garbage ☐	Return of Furniture ☐	Return of Equipment ☐	Breakage ☐	Time/Date	Init.
Check all Exit doors are locked ☐	Alarm Turned On ☐	Lights Turned Off ☐	Sound System Turned Off ☐		