



Sts. Peter & Paul Catholic Church
ROOM RESERVATION REQUEST FORM

Requests must be submitted a minimum of 48 hours in advance
 Submit to your Staff Liaison or Fax #: (407) 657-9375

Office Use Only:

APV. on: ___/___/___ By: ___
 Sched & CFM on: ___/___/___ By: ___
 Notes:

ALL FIELDS ARE REQUIRED

Today's Date: _____ Ministry: _____

Event Name/Reason for Use: _____

Your Name (Ministry Head): _____

Phone Number: _____ Email (*required): _____

Facility Requested: (please check only those that apply)

Classrooms

- St. Agatha
- St. Elizabeth
- St. Frances
- St. Isaac
- St. Joseph (sink)
- St. Martin
- Sts. Peter & Paul (sink)
- St. Rose
- St. Mother Teresa (sink)

Number of People Attending: _____

- Parish Hall
- # of tables: _____
- # of chairs: _____
- Table clothes Y / N

- Accessories:
 - Audio Visual Cart
Please Note – laptop is NOT included
 - Podium
 - Microphone
 - Flip Chart w/ Easel

Conference Rooms

- (groups of 25 or more)
- Room A (board meeting style)
 - Room B (seats 40)
 - Room C (seats 40)
 - Room D (seats 48)
 - Room E (seats 48)
 - Room F (seats 70+)

Church

- Church
- Chapel
- Fellowship Room

BLACKOUT DATES (Nothing May Be Scheduled During the Following Dates)

March 9-11 & 16-18, 2018 (CRHP Retreats); March 29-31 & April 1-2, 2018 (Triduum through Easter Monday);
 June 18-23, 2018 (Vacation Bible School set up); June 24-29, 2018 (VBS week); July 1, 2018 (Parish Picnic);
 September 14-16 & 21-23, 2018 (CRHP Retreats); October 15-17, 2018 (Parish Mission); November 3-4, 2018 (Ministry Fair)
ALSO INCLUDED - ALL 2018 HOLIDAYS WHEN THE PARISH OFFICES ARE CLOSED:
 January 1st, March 30th, April 2nd, May 28th, July 4th, September 3rd, November 22nd & 23rd, December 24th & 25th

Date(s) Requested: _____ month _____ day _____ year Recurring through: _____ month _____ day _____ year

Day(s) of the Week: _____

Do you need time to **set up** before the start of your event? No Yes If so, how long*: _____ mins/hrs
 (*maximum allowed is 4 hours prior)

Event Start Time: _____ AM PM Event End Time: _____ AM PM
 (All buildings open at 9am) (All buildings close at 10pm)

Do you need time to **clean up** after your event is finished? No Yes If so, how long: _____ mins/hrs

My signature below indicates that I agree to the following guidelines:

- Room set-up is provided for liturgical functions only*; all ministries must do their own set-up and provide their own supplies, paper goods, etc.
 *If you wish to request set up help, you must contact Maintenance at least 1 month prior to your event (407-657-6114 x 250).
- Each ministry must only use the room(s) that has been reserved for them. All children must be supervised at all times.
- Clean up includes returning the tables and chairs to the layout posted on the door; turning off lights & air conditioning when you are finished in the room(s); cleaning whiteboards with erasers and white board wipes (only), if needed; discarding all trash in the dumpster outside of the Parish Center.
- If rooms are not left in good order, a cleaning fee of \$50.00 may be billed to you. The second infraction may result in denial of future use of the facilities.
- Outside doors must NEVER be propped open, for security and safety purposes.

I have read and agree to abide by the above guidelines and rules as set forth on this form pertaining to the use of Sts. Peter & Paul Parish facilities. I understand that my submission of this request does not guarantee my use of the facilities and my request is not approved until I receive a confirmation of my reservation.

Signature _____

Date _____