

# St. Matthias R.C. Church Facilities Reservation Form

Telephone#718.821.6447

Today's Date: \_\_\_\_\_

|                                     |  |
|-------------------------------------|--|
| <b>Organization/Group Name</b>      |  |
| <b>Name of Contact Person</b>       |  |
| <b>Telephone# of Contact Person</b> |  |
| <b>Email of Contact Person</b>      |  |

|                    |  |
|--------------------|--|
| <b>Event Name:</b> |  |
|--------------------|--|

|                         |  |
|-------------------------|--|
| <b>Requested Event:</b> | <i>Please provide up to (3) possible dates for this event, in preferred order.</i> |
| Date & Time #1          |  |
| Date & Time #2          |  |
| Date & Time #3          |  |

|                     |  |
|---------------------|--|
| <b>Event Setup:</b> | <i>Please provide up to (3) possible dates for this event, in preferred order.</i> |
| Date & Time #1      |  |
| Date & Time #2      |  |
| Date & Time #3      |  |

|   |  |
|---|--|
| <b>Approximate # of people expected to participate in the event</b> |  |
|---|--|

|                                 |                                 |  |
|---------------------------------|---------------------------------|--|
| <b>Event Location(s)</b>        |                                 |  |
| <i>(1) Upper Church</i>         | <i>(8) Afterschool Room #1</i>  | <i>(15) Convent Dining Room (1st Fl.)</i>    |
| <i>(2) Lower Church</i>         | <i>(9) Afterschool Room #2</i>  | <i>(16) Convent Living Room (1st Fl.)</i>    |
| <i>(3) Parish Hall/Gym</i>      | <i>(10) St. Joseph Workshop</i> | <i>(17) Convent Basement</i>                 |
| <i>(4) Classroom #</i>          | <i>(11) Garden</i>              | <i>(18) Convent Community Room (2nd Fl.)</i> |
| <i>(5) Library Media Center</i> | <i>(12) Cafeteria</i>           | <i>(19) Convent rooms (2nd Fl) (need #)</i>  |
| <i>(6) Library Media Room</i>   | <i>(13) Convent Chapel</i>      |  |
| <i>(7) Social Outreach Room</i> | <i>(14) Convent Kitchen</i>     |  |

|                          |  |
|--------------------------|--|
| <b>Special Requests:</b> |  |
|                          |  |
|                          |  |
|                          |  |

**OFFICE USE ONLY**

|   |           |                      |  |
|---|-----------|----------------------|--|
| <b>Date Received:</b>                   |           |                      |  |
| <b>Processed by:</b>                    |           |                      |  |
| <b>Location Approved:</b>               |           |                      |  |
| <b>Type of Event/Liturgy:</b>           |           |                      |  |
| <b>Intended for (name)</b>              |           |                      |  |
| <b>Language Requested</b>               |           |                      |  |
| <b>Music &amp; Singer</b>               | YES or NO |                      |  |
| <b>Fee collected:</b>                   |           |                      |  |
| <b>Entered in Mass Book by:</b>         |           | <b>Date entered:</b> |  |
| <b>Entered into Google Calendar by:</b> |           | <b>Date entered:</b> |  |