

# ROOM USE & EVENT REQUEST FORM

## *Hoja de Solicitud de Salón y Eventos Parroquiales*

**Room Desired:**  
*(Salon Deseado)*

\_\_\_\_\_ Church  
\_\_\_\_\_ Conference Room 1  
\_\_\_\_\_ Conference Room 2  
\_\_\_\_\_ Conference Room 3  
\_\_\_\_\_ Conference Room 4  
\_\_\_\_\_ Patio  
\_\_\_\_\_ Kitchen  
\_\_\_\_\_ Gym  
\_\_\_\_\_ Nursery

\_\_\_\_\_ Room 8 in the School  
\_\_\_\_\_ Room 10 in the School  
\_\_\_\_\_ Room 11 in the School  
\_\_\_\_\_ Milani  
\_\_\_\_\_ Day Care  
\_\_\_\_\_ Field  
\_\_\_\_\_ Church Vestibule  
\_\_\_\_\_ Picnic Area

**Organization:**  
*(Organización)*

\_\_\_\_\_

**Event:**

*(Evento)*

\_\_\_\_\_

**Date of Event:**

*(Fecha de Evento)*

\_\_\_\_\_

**Room Use Time:**

*(Horario de Uso)*

\_\_\_\_\_

**Event Start Time:**

*(Horario de Inicio de Evento)*

\_\_\_\_\_

**Group Size:**

*(Tamaño de grupo)*

\_\_\_\_\_

**Contact Person:**

*(Persona de Contacto)*

\_\_\_\_\_

**Telephone:**

*(Numero de teléfono)*

\_\_\_\_\_

**Email:**

*(Correo electrónico)*

\_\_\_\_\_

**Date of Request:**

*(Fecha de Solicitud)*

\_\_\_\_\_

**Note: Anyone listed below will be viewed publicly on the Calendar as contact.**  
*(La información abajo será muestreada públicamente en el Calendario.)*

**Name of Person listed on the calendar as the contact:**

\_\_\_\_\_

**Contact information for the above listed person:**

\_\_\_\_\_

**Note: Set-up and clean-up of the rooms is the responsibility of the USER.**

**Nota: Arreglo y Limpieza del Salón es responsabilidad de la PERSONA que lo solicita.**

**For Office Use Only (Para uso de la Oficina Solamente)**

**Staff Liaison:**

\_\_\_\_\_

**Email:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Approved by:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Calendar:** \_\_\_\_\_

**Contact Person Informed:** \_\_\_\_\_

**Notes:**

\_\_\_\_\_

\_\_\_\_\_