



Sts. Peter & Paul Catholic Church
ROOM RESERVATION REQUEST FORM

Requests must be submitted a minimum of 48 hours in advance

Submit to Communication Coordinator

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)*

Church

- Church
- Chapel
- Fellowship Room

BLACKOUT DATES **Nothing May Be Scheduled During the Following Dates** March 10-11 & 17-18, 2023 (Welcome Ministry Retreats); Apr 3-10, 2023 (Holy Week thru Easter Mon); June 19-25, 2023 (VBS set up); June 26-30, 2023 (VBS); July 2, 2023 (Parish Picnic); Sept 16-17 & 23-24, 2023 (Welcome Ministry Retreats); TBA (Ministry Fair). **ALSO INCLUDED - ALL HOLIDAYS WHEN THE PARISH OFFICES ARE CLOSED:** Sept 5, 2022 (Labor Day); Nov 24-25, 2022 (Thanksgiving); Dec 23, 2022 (Christmas holiday); Dec 26, 2022 (Christmas observed); Dec 30, 2022 (New Year's Day observed); May 29, 2023 (Memorial Day); June 19, 2023 (Juneteenth); July 4, 2023 (Independence Day); Sept 4, 2023 (Labor Day); Nov 23 & 24, 2023 (Thanksgiving), December 25 & 26, 2023 (Christmas holidays).

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 _____

If you have any questions, please call the Communications Coordinator (407-636-4264) Monday-Friday, 9:00am to 5:00pm.