

(STAFF USE ONLY)

Room(s) Assigned:

\_\_\_\_\_

\_\_\_\_\_

Reservation #: \_\_\_\_\_

Date Entered: \_\_\_\_\_

### OUR LADY OF SORROWS PARISH FACILITY RESERVATION FORM

(Please **PRINT** all Information & return form to Parish Office)

Group / Organization: \_\_\_\_\_

(Boy Scouts, Girl Scouts, Brownies, Daisies, etc., please indicate Troop #)

Contact Person Name: \_\_\_\_\_

Phone #: ( ) \_\_\_\_\_

Street Address: \_\_\_\_\_

City / Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

<b>ACTIVITY/ EVENT</b> (i.e., Meeting, Retreat, Sports Event Prayer Service, Open House, etc.)	<b>EVENT IS:</b> Weekly, Monthly, <u>One-time</u> (For school-age activities, consult School Calendar for times school is <b>NOT</b> in session)	<b>EVENT START &amp; END TIME</b>	<b>DAY(S) &amp; DATE(S) OF ACTIVITY/ EVENT</b> (Indicate <u>each</u> day & date)	<b>ATTENDEES:</b> Preschool/ Elementary Jr. High/ High School Parents Adults <u>Seniors</u> (List all that apply)	<b>APPROX. # ATTENDING</b>	<b>SPECIAL EQUIPMENT NEEDED</b> <u>Yes/No</u> (If Yes, <u>Equipment Request Form</u> will be provided with confirmation)	<b>FOOD &amp; / OR BEVERAGE SERVICE</b> Yes/No

**PLEASE NOTE: All parish facilities are smoke free and will close no later than 10 p.m.**