



ST. DENIS CATHOLIC COMMUNITY

FACILITY REQUEST (SINGLE OCCURRENCE)

EVENTS ARE SUBJECT TO AVAILABILITY AND APPROVAL

CONTACT INFORMATION	
Date Submitted: ____/____/____	
Contact Person:	Ministry/Group:
Daytime Phone:	Email Address:

EVENT INFORMATION			
Event:			
Event Description:			
Date Requested: ____/____/____ <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F <input type="checkbox"/> S			
Set up Time:	Event Start:	Event End:	Clean up Time:
Room(s) Requested:			
Facility Key (use abbreviation only)			
(CH) Church	(CY) Church Courtyard	(SB) St. Bernadette Room	(SF) St. Francis Room
(CRE) Church Cryroom East	(PH) Potthoff Hall	(SC) St. Christopher	(SG) St. Gregory Room
(CRW) Church Cryroom West	(HK) Potthoff Hall Kitchen	(SD) St. Dominic Room	(PCR) Pastoral Office
(UPL) Church Upper Parking	(SA) St. Anne Room	(SE) St. Elizabeth Room	Conference Room
Notes:			

ROOM SET UP (Please use reverse side to show your requested set-up for tables and chairs)	
Hall Divider <input type="checkbox"/> yes <input type="checkbox"/> no	Lectern <input type="checkbox"/> yes <input type="checkbox"/> no
Number of chairs needed:	Microphone <input type="checkbox"/> yes <input type="checkbox"/> no
Number of rectangular tables:	Flip Chart or Easel <input type="checkbox"/> yes <input type="checkbox"/> no
Number of round tables:	<input type="checkbox"/> TV/DVD or <input type="checkbox"/> Projector (Choose one)

MEDIA (Use this section when advertisement is needed)		
Publish in Bulletin	<input type="checkbox"/> yes <input type="checkbox"/> no	Please email camera ready document to bulletineditor@stdenis.org
Display on stdenis.org website	<input type="checkbox"/> yes <input type="checkbox"/> no	Please email camera ready document to Desiree Natividad (dnatividad@stdenis.org)
Send E-blast to parishioners	<input type="checkbox"/> yes <input type="checkbox"/> no	

Please email completed form to Desiree Natividad (dnatividad@stdenis.org) or return to the Parish Office.
 Notify Desiree via email or phone call (909-861-7106 ext. 118) once form has been submitted.
 Facility request forms can be found at www.stdenis.org

***An emailed copy will be sent to you upon approval**

OFFICE USE ONLY:	
Received ____/____/____ by _____	Notified _____ on ____/____/____