

# Facilities Reservation Form



## The Requester agrees to the following:

- This is only a request as reservations are subject to availability and approval.
- Submit the completed request form(s) at least two weeks prior to the event.
- Our Lady of Peace reserves the right to reschedule or cancel events due to changing Parish priorities.
- The Requester is responsible for set-up, tear-down and clean-up unless otherwise arranged.
- The Requester is responsible for any missing or broken equipment.
- The Requester will notify Our Lady of Peace immediately if event is cancelled.
- The Requester and attendees will follow the Santa Clara County & Diocese of San Jose COVID guidelines at all times (i.e., mask requirements, sanitizing hands and equipment used, as well as any guidelines that may change at a moment's notice).

**NOTES: Parish events and ministries receive first priority; outside Catholic events are considered on a space-available basis. We are not able to accommodate private parties. Gym and Classrooms are closed last week of June and ALL of July.**

Requester's Signature (required) \_\_\_\_\_

Print Name Here (please print clearly) \_\_\_\_\_

## Requester Information

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

Parishioner:  Yes  No

Requester's Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_  Home  Cell  Business

Email: \_\_\_\_\_

Church Ministry or Group Name: \_\_\_\_\_

Church Ministry or Group Leader: \_\_\_\_\_

Leader's Email: \_\_\_\_\_

Requesters from outside the parish will need to complete additional Diocesan forms (Form submitted:  Yes  No)

## Event Information

Title of Event: \_\_\_\_\_

Requested Date(s): \_\_\_\_\_ Alternate Date(s): \_\_\_\_\_

Frequency:  One-Time Only  Weekly  Monthly  Other \_\_\_\_\_

Day of the Week:  Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Start Time: \_\_\_\_\_  AM  PM (Include set-up time)

End Time: \_\_\_\_\_  AM  PM (Include tear-down/clean-up time)

Type of Event:  Presentation  Class  Dinner Est. Number of Attendees: \_\_\_\_\_

Alcohol:  Beer  Wine  Other \_\_\_\_\_

Will there any youth(s) (17 & under) participating/present without their parents?  Yes  No

