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 <u>right to reschedule or cancel</u> 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:				Zip Code:			
Phone Number:							
Email:							
Church Ministry or Group Name:							
Church Ministry or Group Leader:							
Leader's Email:							
Event Information							
Title of Event:							
Requested Date(s):		Alternate Date(s):					
Frequency: One-Time Only	Weekly D Monthly	Other					
Day of the Week: □ Mon □	Tues 🛛 Wed	□ Thurs □]	Fri	□ Sat	🗆 Sun		
Start Time:		PM (Include set-up	time)				
End Time:	PM (Include tear-do	wn/clean-	-up time)				
Type of Event:	□ Class	□ Dinner Est	. Number	of Attendees:			
Alcohol: 🛛 Beer	Wine Other						
Will there any youth(s) (17 & under) participating/present w	vithout their parents?		□ Yes	□ No		

Facilities				
Reservation Form				



<u>Facility/Re</u>	<u>esources Nee</u>	ded							
□ Family L	earning Cent	ter							
	□ Kitchen	□ 1101	□ 1102	□ 1103	□ 1104				
	□ 1201	□ 1202	□ 1203	□ 1204	□ 1213	□ 1216	□ 1217	□ Library	
	□ Gym:	# of Tables		# of Chairs		Bleachers Ne	eeded? 🗆 Yes	s 🗆 No	
Church I	Hall								
	# of Tables		# of Chairs _						
□ Shrine (F	Please check a	all the apply)							
	□ Portable A	Altar 🛛 I	PA System	🗖 Chair	S	□ Stage (siz	e/how large _)	1
□ Other (P	lease explain)								

Donation

To help defray Our Lady of Peace's expenses for utilities, cleaning, maintenance, and event support suggested donations are: Gym - \$150/hour; All Other Rooms/Facilities - \$50/hour.

Amount being offered: \$	(If fundraiser, please specify)
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Office	Use	Only
011100	0.00	<u> </u>

Pastor Approval:	Facilities Manager Approval: 🛛 Yes 🗆 No					
Ministry or Group Leader meets Compliance Guidelines:		\Box Yes \Box No \Box Not Applicable				
Entered into Calendar:	□ Yes (Date	by)	🗆 No		
Requester Notified:	Yes (Date	by	_)	□ No		
For Non-Parish Users:						
TULIP form filled:	□ Yes (Date	by	_)	□ No		
Diocesan Outside User Agreement filled:						
-	□ Yes (Date	by	_)	□ No		
	Mailed to Diocese:					
Additional Comments or Notes:						