

**ST. PIUS X PARISH  
FACILITIES RESERVATION FORM**

**TODAY'S DATE:** \_\_\_\_\_

**NAME OF ORGANIZATION:** \_\_\_\_\_

**FACILITY(IES) REQUESTED:** \_\_\_\_\_

**EVENT DESCRIPTION:** \_\_\_\_\_

**\*EVENT DATE(S):** \_\_\_\_\_

*\*Note: Multiple dates/times may be submitted using **ONE** form. Simply attach a list to this form.*

**EVENT START TIME:** \_\_\_\_\_

**EVENT ENDING TIME:** \_\_\_\_\_

**SET UP TIME NEEDED BEFORE EVENT:**  box  None  10-15 Min.  30-45 Min.  60 Min.

**CLEAN UP TIME REQ. AFTER EVENT:**  box  None  10-15 Min.  30-45 Min.  60 Min.

**REQUESTED BY:** \_\_\_\_\_

**PLEASE PRINT FULL NAME**

**DAYTIME PHONE NUMBER:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**ST. PIUS X PARISH – FACILITIES USAGE GUIDELINES**

1. Call the Rectory as soon as possible to check on the availability of the room(s) needed for a given date.
2. If facility is available, complete a SPX Parish Facilities Reservation form available in the rectory or school office or the parish website.
3. If special set-up is required for the confirmed event, written notice with specific instructions must be submitted with the written request; and note **set up and clean up time needed by group** on this form.
4. Make arrangements with the rectory to pick up a key. Please return the key immediately following the event to the rectory mailbox so that the key may be made available for the next event.
5. If the event is cancelled or postponed, please notify the rectory so that the room will be available for other events and/or to reschedule the postponed event.
6. Please follow the specific instructions posted in each facility for proper clean up.

**FOR RECTORY USE:**

DATE RECEIVED BY RECTORY STAFF: \_\_\_\_\_

DATE ENTERED TO PARISH CALENDAR: \_\_\_\_\_

MAINTENANCE SET UP REQUIRED: \_\_\_ YES \_\_\_ NO

COPY TO LOUIS BRUNIES: \_\_\_\_\_

PASTOR/PRINCIPAL NOTIFIED: \_\_\_\_\_

CONFIRMATION OF FACILITIES RESERVATION EMAILED: \_\_\_\_\_

NOTATIONS: \_\_\_\_\_