

# ROOM RESERVATION REQUEST

**Directions:**

1. Please type or print all information unless otherwise indicated.
2. This form **must be signed and submitted to the Parish Secretary AT LEAST 7 DAYS PRIOR to the requested date.** A copy of this form will be returned to you.
3. Refer any questions to the Parish Secretary (215-257-2128, ext. 110). Parish office is open Monday through Friday from 8:30am to 4:30pm except for holidays and church Holydays. Office fax is 215-257-4561.
4. A fee (or a deposit) may apply depending on cleaning and usage conditions.
5. If the request involves use of the Social Hall, **please complete and indicate on the reverse side your floor plan, date and time & the location and number of any tables and chairs to be set up.** Staff will handle the set-up. Staff will only set-up if the floor plan has been filled in on the reverse side. (**Advanced notice is required.**)
6. **Note:** The room you are reserving also may be scheduled for another event following right after your event. Please return the room to good order for use by the next group.

**Requestor:**

Name \_\_\_\_\_ Representing (Group): \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ PA Zip \_\_\_\_\_  
 Phone (215) \_\_\_\_\_

**Name of Event/Activity:** \_\_\_\_\_

**Room to be reserved:\***

<input type="checkbox"/> Social Hall	<input type="checkbox"/> Church
<input type="checkbox"/> Social Hall Meeting Room	<input type="checkbox"/> Daily Mass Chapel
<input type="checkbox"/> Social Hall Kitchen	<input type="checkbox"/> Other - Specify _____

**Reservation Date(s):** \_\_\_\_\_

**Day (circle):**      Sun    Mon    Tue    Wed    Thu    Fri    Sat

**Event Start Time:** \_\_\_\_\_ am / pm                      **End Time:** \_\_\_\_\_ am / pm

**Signature of Requestor:** \_\_\_\_\_

\* If you are using more than one facility on the same day, it will be necessary for you to give a complete breakdown of the times you will be using each facility. Please attach a detailed schedule, if necessary.

**PLEASE NOTE:**

In some cases, keys and/or equipment will be needed for the facility that you are reserving. Please contact the Parish Secretary at least **ONE WEEK PRIOR TO THE SCHEDULED EVENT** in order to make arrangements for your key pick-up and/or for any special equipment needs or special requests.

*Complete Floor Plan Map in its entirety on reverse of this form, if applicable.*

-- Ordinarily, activities of the school, including some activities held jointly with Our Lady of the Sacred Heart Parish, are scheduled for the Saint Agnes school building's "All Purpose Room". Contact the school directly at 215-257-3571 to inquire about use of the school's "All Purpose Room".

**ROOM RESERVATION STATUS** [Office Use Only]

**Date Received:** \_\_\_\_\_ **Fee/Deposit:** \_\_\_\_\_ **Office Calendars:** Electronic \_\_\_\_\_ Paper \_\_\_\_\_

**Scheduled:** Yes    No    (reason not scheduled): \_\_\_\_\_

**Staff Initials:** \_\_\_\_\_ **Confirmation Sent:** \_\_\_\_\_ **Set-Up to Staff:** \_\_\_\_\_

**Notes:** \_\_\_\_\_