

**ST. PIUS X CATHOLIC COMMUNITY
REQUEST FOR EVENT/ROOM/CALENDAR RESERVATIONS**

Section 1

New Request

Request for Change

Please print.

Date submitted _____

Name of organization/group/ministry _____

Requested by _____ Phone _____ E-mail _____

Contact person _____ Phone _____ E-mail _____

Address of contact, if non-parishioner _____

Section 2

What is the date(s) when your gathering will take place? For multiple dates, list all dates. Attach a list if necessary.

What time will your gathering begin? _____ What time will it end? _____

How much time will you need the facility to get it ready, hold your gathering and clean up afterwards?

Start date/time _____ End date/time _____

Purpose of gathering _____ Is it a fundraiser? _____

Room set up and take down are the responsibility of the sponsor organization unless otherwise arranged with Parish Office.

Section 3

	# expected to attend	Prioritize preferred space	For Parish Office Use Only
Art Room			
Church			
Convent – Restricted use			
Mary Room – Limit 10-15			
Outdoors - Specify area.			
School Library – No food or drink. Restricted use			
Shepherds' Hall (Westmore Lobby)			
Social Center			
Martha Room			
Parish Office Staff Room- Restricted Use			
Other			

Section 4

List all special needs. Examples: Kitchen; A-V equipment; microphone, etc.	Who will provide? When? Who will return/replace? When?

Upon your arrival if the condition of the space is not up to parish standards, report its condition in writing to the Parish Office. Include the date and time of your event in the report.

In making this request I understand that I will be responsible for observing all guidelines including clean up and any damage that may occur during the event.

Signature _____ Date _____

**ST. PIUS X CATHOLIC COMMUNITY
REQUEST FOR EVENT/ROOM/CALENDAR RESERVATIONS
DIRECTIONS/GUIDELINES**

All who use parish facilities at St. Pius X must complete the Request for Event/Room/Calendar Reservations form (on reverse side) and submit it to the Parish Office. There are several ways to do this.

- ◆ In person
- ◆ Place it in the Parish Office mailbox
- ◆ Send it as an e-mail attachment to: parishoffice@stpiuslombard.org
- ◆ Mail it to: St. Pius X Parish Office, 1025 E. Madison, Lombard, IL 60148
- ◆ Fax it to 630-495-5926

1. Section 1 – Fill out completely. Print clearly.

2. Section 2 –

- a. Groups that meet on a regular basis should complete a request form once each fiscal year. For this purpose, the fiscal year begins on July 1 and ends on June 30. Example: Third Thursday of each month, beginning August 19, 2010 and ending May 12, 2011.
- b. Groups that meet more than once each year, but not on a regular schedule, should list all dates if known at the beginning of the year. Otherwise, complete a form for each date as needed. Be aware that it is possible that your first choice might not be available if you delay in doing this.
- c. Carefully consider the actual length of time that is needed especially if you have a large scale event requiring an involved set up.

3. Section 3

- a. If you wish, you may prioritize your preferred meeting spaces in the appropriate column. If you don't have a preference, leave the column blank and parish staff will assign appropriate space based on availability, restrictions, type of activity and number of attendees.
- b. In the event that more than one group makes a request for the same space/time, space assignments will be made by Parish Office staff who will endeavor to accommodate each request. The Business Manager will be consulted when appropriate.

4. Section 4

- a. Carefully consider whether special equipment will be needed. The Parish has limited resources and what you request might not be available or will already have been assigned for another purpose.

5. The request form requires a signature by the responsible party.

6. After your request has been considered and space has been assigned, you will receive a confirmation from the Parish Office and you will be given a checklist that is specific to your meeting space. The checklist will help you to understand what is expected of you and it will have a contact number for you in case of an emergency.

7. After your request has been filled and confirmed, no changes will be made without your input.

8. If you desire to change or to cancel a request, you must do so in writing using this same form.

9. Keys will be provided as necessary by Parish Office staff who will assist you in making arrangements.

Questions – call 630-627-4526.