

**St. Clare Catholic Parish**  
**Room Reservation Form 2025-2026**  
 (PLEASE COMPLETE, SIGN, AND EMAIL TO: OFFICE@STCLAREROSEVILLE.ORG)

<b>OFFICE USE ONLY</b>
Date received_____
Initials_____
Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>
Initials_____

Booking Details:

Today's Date: \_\_\_\_\_ Ministry/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Event Details:

Event/Meeting Name: \_\_\_\_\_

Check how often you will be using: **Once**  Preferred Date \_\_\_\_\_

**Weekly**  Preferred Day: \_\_\_\_\_ **Monthly**  Preferred Day \_\_\_\_\_

**Start Date:** \_\_\_\_\_ **Start Time** \_\_\_\_\_ **End Date:** \_\_\_\_\_ **End Time** \_\_\_\_\_

Set-up Start Time \_\_\_\_\_ Clean Up Time \_\_\_\_\_

Additional Coordination:

Answering "yes" to any of these questions requires additional paperwork, approval, and planning.

Will you charge for this event? Yes  No  If so, what will the charge be? \_\_\_\_\_

Please fill out a "Fundraiser Request Form" for this event. Fundraiser request approval is required before event will be booked.

Facility Requested:

Please check  the facility needed

**Church**

Church (1152 max.)  Narthex  St. Clare Room (161 max.)  Church Parking Lot

**Morris Center**

Morris Center, East (294 max. / 120 seated)  LaSalle Room (43 max.)   
 Morris Center, West (294 max. / 120 seated)  St. Francis Room (43 max.)   
 Morris Center Plaza

**Evangelist Center**

St. Matthew Room (42 max.)  St. Mark Room (42 max.)   
 St. Luke Room  St. John Room

**Kitchen(ette)**

Morris Center Kitchenette  Morris Center Kitchen  St. Clare Room Kitchenette

(continued →)

Room Set-Up:

Please  the set-up needed:

***Note: Due to increase use of facilities, any ministry group that is able to offer set-up assistance help is always appreciated.***

Ministry Will Set Up  \*St. Clare Team to Set Up\*  No Set Up Required

Auditorium Style  Banquet Style  Classroom Style

Meeting Style

- Single rectangle table (seats 6-8)
- Double rectangle tables - pushed together (seats 10-12)
- Square shape - 4 rectangle tables (seats 12-16)
- U-shaped- 4 or 6 rectangle tables (18+)

Expected Attendance: \_\_\_\_\_

Number of round tables (Seats 8 people per table)\_\_\_\_\_

Number of long, 6'/8' rectangular tables (Seats 8/10 people per table)\_\_\_\_\_

Number of Chairs: \_\_\_\_\_

Special Set-up Instructions:           \*-Requires Layout Arrangement

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Technology Needs: (Training required at least two weeks before event date)

**Audio-**

CD Player  Microphone

**Video**

DVD Player  TV/Projector  Laptop Cables (HDMI/VGA)

**Other**

Wireless Internet (Wifi)

Other Technology/Equipment Needs:

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Signature of contact person for this event:

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