**CALENDAR REQUEST/ROOM RESERVATION FORM**

Submit completed form to [calendarrequests@stleonards.org](mailto:calendarrequests@stleonards.org)

COMMITTEE/ORGANIZATION: Type here DATE SUBMITTED: Enter here

PERSON COORDINATING EVENT: Type here PHONE: Type here

EMAIL: Type here

NAME OF EVENT: Type here

DATE(S) OF EVENT: Type here

TYPE OF EVENT: Select one

FACILITIES/SPACES REQUESTED: Type here

Time Event Begins: Type here Number of minutes needed for set up: Type here

Time Event Ends: Type here Number of minutes needed for clean up: Type here

DOOR SCHEDULE (if using the school’s main entrance or the gym)

**School open:** Type here **Gym open:** Type here

**School closed:** Type here **Gym closed:** Type here

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| *RESPOND TO ALL OF THE FOLLOWING SPECIAL CIRCUMSTANCES* | | |
| WILL SET UP BE REQUIRED BY THE MAINTENANCE STAFF? | YES: Submit a room set up form\* 1-2 weeks in advance. | NO, we will use the standard room set up. |
| WILL YOU NEED EXTRA TABLES AND CHAIRS? | Tables Needed: Type here  Chairs Needed: Type here | NO |
| WILL AUDIO/VISUAL BE USED? | YES: Contact Bryan Staedler at least one week prior; 262-679-1773 ext. 11 or email [bryan.staedler@stleonards.org](mailto:bryan.staedler@stleonards.org) | NO |
| WILL ALCOHOL BE SOLD, SERVED OR BROUGHT IN FOR THE EVENT? | YES: Submit an alcohol acknowledgement form\* for **each occasion** that alcohol will be served. | NO |
| WOULD YOU LIKE THIS PROMOTED IN THE BULLETIN? | YES: Email [samantha.dresen@stleonards.org](mailto:samantha.dresen@stleonards.org)  at least 14 days prior to the weekend that you would like the article to appear. Early deadlines will be communicated in the bulletin. Articles can be run twice. | NO |
| \*Forms are available in the Parish Office and at [stleonards.org/policies](https://www.stleonards.org/policies#gsc.tab=0) | | |

INSTRUCTIONS:

* **Submit completed form to** [**calendarrequests@stleonards.org**](mailto:calendarrequests@stleonards.org). Allow up to 72 hours for processing this form. We will keep a copy in the Parish Office, and return a copy to you. Once you have received a returned copy, check the Parish calendar ([stleonards.org/calendar](https://www.stleonards.org/calendar#gsc.tab=0)) to verify the event is listed correctly.
* If applicable, arrange **to check out keys** with one of our Administrative Assistants in the Parish Office. These can be picked up a day or two prior to your event.

*OFFICE USE ONLY*

Initials: Date: