

CALENDAR REQUEST/ROOM RESERVATION FORM

Submit completed form to 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

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: Call the Parish Office	☐ 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 stlmedia@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		

INSTRUCTIONS:

- **Submit completed form to 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) 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: