



Saint Jane Frances de Chantal Parish
 8499 Virginia Avenue
 Pasadena, Maryland 21122
 410 255-4646

Facility Reservation Request Form

Complete the whole form in print
 An incomplete form is invalid and may delay your reservation request

Today's Date: _____	Name of Organization _____
Event Information Event Date(s) requested: _____ Start-up Date: _____ Ending Dates: _____ Event Name: _____ Space Requested: <ul style="list-style-type: none"> <input type="checkbox"/> Parish Hall <input type="checkbox"/> Parish Center Rm 1 (big room) <input type="checkbox"/> Parish Center Rm 2 <input type="checkbox"/> Parish Center Rm 3 <input type="checkbox"/> Parish Center Rm 4 <input type="checkbox"/> Church <input type="checkbox"/> Lower Church <input type="checkbox"/> Muth Room <input type="checkbox"/> Muth Foyer <input type="checkbox"/> Chapel <input type="checkbox"/> School Library <input type="checkbox"/> Rectory Basement Will Food or Beverage be served? (Circle one) Yes No Set up Date: _____ Time: _____ Event Start Time: _____ End Time: _____ Cleanup Time: _____ End Time: _____	On-Going Event Information If this event is on-going, list the dates this event will occur: Day of Week: Sun M TU W TH F Sat Week of Month: 1 st 2 nd 3 rd 4 th Meeting Name: _____ Space Requested: <ul style="list-style-type: none"> <input type="checkbox"/> Parish Hall <input type="checkbox"/> Parish Center Rm 1 (big room) <input type="checkbox"/> Parish Center Rm 2 <input type="checkbox"/> Parish Center Rm 3 <input type="checkbox"/> Parish Center Rm 4 <input type="checkbox"/> Church <input type="checkbox"/> Lower Church <input type="checkbox"/> Muth Room <input type="checkbox"/> Muth Foyer <input type="checkbox"/> Chapel <input type="checkbox"/> School Library <input type="checkbox"/> Rectory Basement (Additional Dates/Info): _____ _____ _____ _____ _____

Information of Person assuming responsibility of Rooms for above dates	
Name: _____	Home Phone: _____
Mailing Address: _____ _____	Work Phone: _____
	Cell Phone: _____
	Email: _____
	YOU WILL BE NOTIFIED VIA EMAIL WHEN YOUR EVENT IS ON THE CALENDAR OR IF THERE IS A CONFLICT

General Guidelines:

- A representative from the group will obtain a key from the parish office and will sign it out.
- The key is to be returned to the key box in the rear vestibule of the rectory when the meeting is completed.
- The room must be left in a clean, usable condition. This is especially true for the hall kitchen, and kitchenette area of the parish center. All groups are asked to make use of the dumpsters to dispose of trash.
- Be sure all lights, fans, and air conditioners are turned off, and windows closed.
- Regarding the rest rooms: At the end of your event, be sure that toilets are flushed, trash placed in trash cans, lights off, and any plumbing problems reported to the facilities coordinator (see above).
- Make sure that the building or meeting room is secure when the event is over.