



Saint Mary Magdalene Catholic Church

Email form to flefebvre@smmcatholic.org

Facility Reservation Request

Instructions:	<ul style="list-style-type: none"> • Fill out the request form and return it to the parish office. • <u>Your request is not final until approved.</u> Confirmation will be sent via e-mail. • A separate 'room diagram' should be drawn on the Facility Set Up Request if our parish maintenance is needed for setup/tear down. • Movable walls can only be set/changed by maintenance or certified individuals. • If event is changed the parish office must be notified immediately and a new request form may need to be submitted. 	
Date Requested:		
Time Requested:		
Published Time:		
Ministry/Event:		
Contact:	Name:	
	Email:	
	Telephone:	
Expected Attendance:		
Rooms/Area Requested:	Sanctuary: Kitchen: Sound Services Required: Yes or no? Room 101: Room 102: Grounds: (where) Room 107: Room 108: Wall Connecting: Yes or no? Room 103*: Room 104*: Wall Connecting: Yes or no? Room 105: Room 106: Used as Nursery: Yes or no? <i>*Use Rooms 103/104 for adult meetings only when others are filled, these have Nursery furnishings.</i>	
Additional Comments:		
Office Use Only		
Approved:	Date:	Staff:
Requestor Notified:	Date:	Staff:
Entered on parish calendar:	Date:	Staff:
Copy to Maintenance:	Date:	Staff:
Copy to Nursery Coordinator:	Date:	Staff: