**St. Joseph Parish Room Reservation Form**

**In order to be certain you have a room reserved for your meeting/activity, please complete this form and return to the Parish Office/Stewardship Council. We would appreciate a separate form for each activity. If you will be using more than one room, please check all rooms to be used.**

**Please include all setup and cleanup times, and any time you will need the room to remain set up in your reservation. Please inform us of any cancellations.**

**Thank you!**

**Function\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_(daytime) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(evening)**

**Estimated attendance\_\_\_\_\_**

**Space Requested**

**\_\_\_\_Gym Stage End**

**\_\_\_\_Gym Kitchen End**

**\_\_\_\_Parish Office Conference Room**

\_\_\_\_ **Parking Lot (please specify North, South or both)**

**\_\_\_\_Zacchaeus House Chapel**

**\_\_\_\_ O’Donnell Meeting Room (formerly Activities Room)**

**\_\_\_\_ Library (formerly Religious Ed office)**

**\_\_\_\_ Small Meeting Room**

**\_\_\_\_ Large Meeting Room**

**\_\_\_\_ Church**

**\_\_\_\_ Choir Room**

**\_\_\_\_McLaughlin Hall (formerly Annex)**

**(Must have Fr. Tom’s approval before reservation is confirmed) PLEASE NOTE:** You are responsible for setup and cleanup of room(s) that are used. *Arrangements for codes must be made ahead of time.* Any questions please call the Parish Secretary at 756-3732