

**St. Eugene Room Request Form**  
**(Form will not be accepted without complete information)**  
**ALL FACILITIES ARE SMOKE FREE**

Today's Date: \_\_\_\_\_

Organization: \_\_\_\_\_

What is the specific group requesting the Facilities - Example: Homily feedback

\_\_\_\_\_

Date of Event: Mo/Day/Year \_\_\_\_\_ TO Mo/Day/Year \_\_\_\_\_

Set - up Time: Y or N (if yes, how much time is needed? \_\_\_\_\_)

Clean - up Time: Y or N (if yes, how much time is needed? \_\_\_\_\_)

Meeting or Event Starting Time \_\_\_\_\_ and Ending Time \_\_\_\_\_

One Time Event \_\_\_\_\_ or Reoccurring Event \_\_\_\_\_

BECAUSE OUR FACILITIES ARE IN CONSTANT USE, WE ASK THAT YOU CLEAN UP AFTER YOUR EVENT.  
SEE CONTACT FOR ALL DETAILS AND CLEAN UP AGREEMENT.

**RENTAL FEES: MAY APPLY FOR USE OF FACILITY**

A deposit of 1/2 of rental fee is due at the booking of your event and the balance of the fee is  
due the week before the scheduled event.

All deposits will apply toward total balance.

ALL EVENTS MUST END ON MONDAY - THURSDAY BY \_\_\_\_\_

ALL EVENTS MUST END ON FRIDAY AND SATURDAY BY \_\_\_\_\_

ALL SUNDAY EVENTS MUST END BY \_\_\_\_\_

(SEE CONTACT FOR EXACT TIME OF EVENTS)

**Set - up Information:**

**# of round tables \_\_\_\_\_ # of long tables \_\_\_\_\_ How many chairs \_\_\_\_\_**

**Additional equipment or set - up instructions (Please write below and use back of  
the sheet if needed.) \_\_\_\_\_**

\_\_\_\_\_

\_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

HOME # \_\_\_\_\_ WORK# \_\_\_\_\_ CELL # \_\_\_\_\_

**PLEASE BRING FORMS TO PARISH OFFICE OR FAX (751-8722)**

**PLEASE NO PHONE CALLS.**

**Room Request does not guarantee room availability**