

s t . a n t h o n y d e p a d u a

APPLICATION FOR RESERVATION OF FACILITIES

TODAY'S DATE:	FAITH FORMATION BLDG. ROOM # _____	CHURCH	PARLOR	APPROVED BY JAMES <i>on (date) :</i>	<i>gave copy to James:</i> Yes No
	BANQUET HALL TILED AREA KITCHEN	other:			
ORGANIZATION REQUESTING:					
CONTACT NAME:					
PHONE #			SET UP DATE		
CELL #			SET UP TIME		
DATE/S NEEDED TO RESERVE:			EVENT START & END TIME:		
<i>If multiple dates are needed, please list exact individual dates on back of this page.</i>			# of occupants:		
SPECIAL NOTES					
OFFICE USE ONLY					
St. Anthony de Padua		Date	Signature of Occupant		Date
DATE ENTERED TO OFFICIAL BOOKS			FINANCIAL RECORD - amt pd & deposit amt		

1. PLEASE GET APPROVAL THROUGH JAMES SANCHEZ FIRST FOR ANY FUNDRAISERS, STAFF EVENTS, OR ACTIVITIES OTHER THAN MONTHLY MEETINGS,
2. PROVIDE JAMES WITH A COPY OF GREEN SHEET.
3. THEN SUBMIT GREEN SHEET TO RITA FOR SCHEDULING