

Date and time request was received: _____

Staff member who received it: _____

****Submitting this form does not guarantee that your event will be reserved****

Please note: Edith Rodriguez will be in contact with you **if** this request is **available** and **approved by the Pastor**. At that time she will go over the pricing and deposit requirements. We do ask for three months in advance of the date of your event.

_____ Initial here, if understood the above statement.

Request to rent a Facility for a private event

Your name: _____

2 Phone numbers: _____

Address: _____

Registration number (to rent the parish hall at San Jose, you must be an active member for a minimum of one year): _____

FACILITY you are requesting to use: _____

What kind of event are you planning? _____

Who is the event in honor of (please include name)? _____

How many people are you expecting? _____

Date and time of reservation request: _____

Second Choice of Date reservation request: _____

