



Saint Jane Frances de Chantal Parish
 8499 Virginia Avenue
 Pasadena, Maryland 21122
 410 255-4646

Facility Reservation Request Form

*Complete the whole form in print
 An incomplete form is invalid and may delay your reservation request*

Today's Date: _____

Name of Organization _____

Event Information

Event Dates requested: _____

Start-up Date: _____ Ending Dates: _____

Event Name: _____

Space Requested (Circle) Parish Hall Muth Room
 Parish Center Muth Foyer Lower Church
 Church Chapel School Library

Will Food or Beverage be served? (Circle one) Yes No

Set up Date: _____ Time: _____

Event Start Time: _____ End Time: _____

Cleanup Time: _____ End Time: _____

On-Going Event Information

If this event is on-going, list the dates this event will occur:

Day of Week: Sun M TU W TH F Sat
Week of Month: 1st 2nd 3rd 4th

Meeting Name: _____

Space Requested (Circle) Parish Hall Muth Room
 Parish Center Muth Foyer Lower Church
 Church Chapel School Library

(Additional Dates): _____

Information of Person assuming responsibility of Rooms for above dates

Name: _____

Mailing Address: _____

Home Phone: _____

Work Phone: _____

Cell Phone: _____

When the above form has been completed, please return it to the Parish Office. You will be contacted within a few days regarding the availability of space. Thank you for your cooperation.

OFFICE USE ONLY

Received by: _____ Date: _____ Time: _____

Status of request for above events: Approved: _____ Not Approved: _____

Conflicts/Comments: _____
