

Saint Eugene's Cathedral
 2323 Montgomery Drive
 Santa Rosa, CA 95405
 Phone: 707-542-6984 Fax: 707-542-1621

FACILITY RESERVATION REQUEST

REQUESTOR INFORMATION:

Organization: <input type="checkbox"/> School <input type="checkbox"/> Preschool <input type="checkbox"/> Daycare <input type="checkbox"/> Parish Organization <input type="checkbox"/> Diocese <input type="checkbox"/> Other _____			
Group Name: (if applicable)		Contact or Chair Persons Name:	
Contact's Day Time Phone Number:		Contact's Fax Number:	
Contact's Personal Email Address:		What is best method of reaching contact person?	

ROOM, DATE AND TIME REQUESTED: *(include your set-up and clean-up times when requesting room)*

Building: Msgr. Becker Room(s): Gym Brinker Room 2 Kitchen Pantry Patio Stage
 Parish Life Center Room(s): Charity Kitchen Hope
 Cathedral

Date of Event: _____	Set up Time In:	Event Time In:	Event Time Out:	Clean Up Time Out:
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Estimated Total Attendance: _____ # Adults: _____ # Youth (*under 18*): _____

CLASSIFICATION INFORMATION:

Purpose of Event: _____

Event open to the public? Yes No Will a fee be charged? Yes No Amount of fee? _____

Fundraising event? Yes No Will a caterer be used? Yes No Name: _____

Will food be served? Yes No Type: _____

Will alcohol be served? Yes No Type: _____

Who will clean up? Volunteer Crew Professional Janitor Name: _____

NOTE: Bookings may not be requested more than twelve months in advance of the event date. Every effort is made to accommodate all requests for use of the facilities. St. Eugene's Parish reserves the right to decline or to reschedule events for any reason.

Signature of Requesting Party: _____ Date: _____

Parish Office Use Only:

Date Received:	Approved by (St. Eugene's)	Approved by (Diocese)	Event Date Confirmed:	Date Confirmation Sent:
			<input type="checkbox"/> YES <input type="checkbox"/> NO	Date: Method: