

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

FACILITY RENTAL APPLICATION

APPLICANT INFORMATION:

Name of Organization or Individual: _____

Address: _____ City: _____ Zipcode: _____

Phone Number: _____ Fax Number: _____ E-mail: _____

Applicant's Name (if different than above): _____ Title: _____

Address: _____ City: _____ Zipcode: _____

Home Phone: _____ Business Phone: _____ Personal Phone or Pager: _____ E-Mail: _____

ROOM, DATE AND TIME REQUESTED: *(include set-up and clean-up time)*

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

Date of Rental: _____ Set Up Time In: _____ Event End Time: _____
Event Start Time: _____ Clean Up Time Out: _____

Estimated 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: _____

Name of janitorial crew to perform clean up: _____

Is Applicant a registered St. Eugene's Parishioner? Yes No Offertory Envelope #: _____

APPLICANT AGREEMENTS: *(signature indicates agreement)*

- Applicant agrees to abide by all policies and regulations listed on the attached Rental Policy Agreement.
- Applicant agrees to follow all Set up and Clean Up Responsibilities.
- Applicant agrees to pay all deposits and rental fees within the appropriate time frames or forfeiture of the scheduled date will result.
- Applicant understands that St. Eugene's reserves the right to refuse rentals to anyone for any reason.

Signature of Applicant: _____ Date: _____

Approved by: _____ (St. Eugene's) _____ (Diocese)