



Scheduled by: _____
Date: _____

**ST. PIUS X PARISH
ROOM SCHEDULING REQUEST FORM**

Please fill out this form to request use of St. Pius X facilities. It is important that you fill out completely.

Person Making Request if different than Contact Person: _____

Organization/Event: _____ Contact Person: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Email Address: _____



Date of Request: _____

Room(s) Requested: _____ Anticipated Attendance number: _____

Alternate Choice: _____

Day/ Date Requested: _____, _____ AM/PM Until: _____ AM/PM

Start Time of event: _____ AM/PM End Time of event: _____ AM/PM

Set-up Time if needed, (Blocks of one hour): _____ AM/PM

Take-down Time if needed, ((Blocks of one hour): _____ AM/PM

If this is a recurring event, what is the frequency? (Daily, Weekly, 2nd Tuesday, Monthly, etc)

Any exceptions to this frequency? (e.g., not in December, school year only, not during summer months):

Is set-up required? (Includes set-up of table and chairs): _____

Notes/Comments: _____

**Coffee pots and kitchen equipment is provided.
Coffee and coffee supplies, tablecloths, decorations, etc. are not provided.**

Please return this form to the Parish office when completed.
You will be informed **if** there are any changes or conflicts regarding your room request.