



# ROOM RESERVATION REQUEST

Please submit this form directly to [stpaulchurch@stpacc.org](mailto:stpaulchurch@stpacc.org).

Event Title: _____	Ministry Name: _____	
Event Organizer (Contact Person)		
Name: _____	Email: _____	Phone: _____
Event Date: _____	Event Start Time: _____	Event End Time: _____
Setup (minutes before): _____	Cleanup (minutes after): _____	

***If the event repeats:***

How often? (circle one) Daily / Weekly / Monthly (by date) / Monthly (by day)

***For weekly:***

Weekday: \_\_\_\_\_ Frequency (circle one): Every week / Every 2 weeks

***For monthly:***

On the (date or weekday): \_\_\_\_\_ (e.g., 1<sup>st</sup> and 15<sup>th</sup>, or first Tuesday of the month, etc.)

Frequency (circle one): Every month / Every 2 months / Every 3 months

Repeats until: \_\_\_\_\_

*(Ordinarily, reservations may not recur beyond June 30, the end of the parish fiscal year.)*

## ROOMS AND RESOURCES (Please note scheduling changes happen from time to time; we will do our best to accommodate you.)

**Church:**

***Main Level***

- Church (nave)
- Parlor 1
- Parlor 2

***Upper Level***

- St. Peter Room
- Upper Level Kitchenette

***Lower Level***

- Lower Level Room 2
- Lower Level Room 3
- Lower Level Kitchen

***Parish Office***

Parish Office Room 1

***School:***

- Klinger Center
- Gym
- Miller Hall

Estimated Attendance: \_\_\_\_\_

**Please indicate any setup notes (i.e., number of tables and chairs needed):**

If you would like your event noted in the bulletin, please send details to [stpaulcommunications@stpacc.org](mailto:stpaulcommunications@stpacc.org).

If alcohol will be served, a liquor liability application must be completed 15+ days in advance and can be [obtained here](#).

**Rules and Procedures for Room Usage:** It is the responsibility of each group to restore the room to its original condition upon conclusion of the meeting. Garbage should be bagged and placed in the outside dumpsters. Recyclable items should be placed in the appropriate receptacle. Carpets should be vacuumed if needed. Food is not to be taken into any meeting room without prior approval.