

St. Pius X Catholic Community—Parish-affiliated Organizations Only  
Request to Schedule Event

Event: \_\_\_\_\_

Date Request Submitted: \_\_\_/\_\_\_/\_\_\_ Requested By: \_\_\_\_\_

Single Occurrence?  Multiple Occurrences? Frequency: \_\_\_\_\_

Desired Date(s): From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_ Day of Week: \_\_\_\_\_

Alternate Date(s): From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_

Reserve/Setup Time: From: \_\_\_:\_\_\_m Cleanup To: \_\_\_:\_\_\_m **NO LATER THAN 12 AM**

Event Start Time: From: \_\_\_:\_\_\_m Event End To: \_\_\_:\_\_\_m **NO LATER THAN 11:30 PM**

Room(s) Requested: \_\_\_\_\_

2nd Choice Rooms: \_\_\_\_\_

Room Arrangement: \_\_\_\_\_

Comment: \_\_\_\_\_

Number Expected: \_\_\_\_\_ Will Event Need Kitchen Access ? Yes No Nursery ? Yes No  
Sound System ? Yes No Projector ? Yes No

Chairs: # \_\_\_\_\_ Tables: Round # \_\_\_\_\_ 6-ft # \_\_\_\_\_ 8-ft # \_\_\_\_\_

Equipment: Podium ? \_\_\_\_\_ Microphone ? \_\_\_\_\_ Stage ? \_\_\_\_\_ TV/DVD ? \_\_\_\_\_  
Other ? (Specify) \_\_\_\_\_

Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_

Day Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_ ext. \_\_\_\_\_ Night Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_

Group: \_\_\_\_\_ Leader: \_\_\_\_\_

Key Needed: Yes No Key # \_\_\_\_\_ Issued To: \_\_\_\_\_

Publicity: Bulletin? \_\_\_\_\_ If yes, email information to [jmeek@stpiusxsa](mailto:jmeek@stpiusxsa) no later than 2 weeks prior to advertisement weekend.

Received by: \_\_\_\_\_

Cleaning Requirement: Parish Organizations have the option of cleaning the facility prior to leaving or paying the \$100 cleaning fee. Cleaning includes vacuuming/mopping floors, removing all trash to the dumpster, wiping all tabletops, and cleaning the kitchen (if used). **Paying \$100 ? \_\_\_\_\_**

**NOTE: Customers who choose to clean themselves may be assessed a \$150 fee if excessive cleaning is required (at staff discretion).**

Fee Collected: \$ \_\_\_\_\_ Invoiced: \_\_\_/\_\_\_/\_\_\_ Payment Received: \_\_\_/\_\_\_/\_\_\_

Room(s) Assigned: \_\_\_\_\_ Assigned By: \_\_\_\_\_

**NOTE: All reservations for use of the church or any event on a Holy Day of Obligation or holiday must be approved by the Pastor prior to reservation being entered into the calendar.**

Date Approved: \_\_\_/\_\_\_/\_\_\_ Approved By: \_\_\_\_\_