

ROOM RESERVATION REQUEST

Sacred Heart of Jesus Catholic Church

Please complete in full and drop off (or mail) to the church office. You can also email to:
hsvsacredheart@gmail.com

YOUR NAME

YOUR PHONE NUMBER

YOUR EMAIL

ORGANIZATION NAME

EVENT INFORMATION:

Type of Event

Event Start Time:

Date(s) of Event:

Event End Time:

Estimated Number of Participants: _____

Do you need set up time ahead of event start time? _____

(please explain in as much detail as possible or indicate NONE)

I am aware of my responsibilities to make sure the space is left in the same condition in which it is found as well as turning off the lights, locking doors, etc. when function is done. Should there be any issues, please report them immediately to the Church Office, 501-922-2062, ext. 10.

Signature

Date

OFFICE USE ONLY:

Date	Room Assigned	Website Updated
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Distribution: Original to File; Copies to Requestor and Building Management