

# Meeting Room Request Form "A" - Infant Jesus of Prague

**IJP Parish, School and Religious Education functions will be scheduled prior to other events. The Parish Office must approve room and sports area usage.**

## **Attention IJP Ministry / Organization Leaders,**

Listed below is **Meeting Room Request Form A** for your use. This form is available on our parish website [www.ijpparish.org](http://www.ijpparish.org) under Quick Links on the right home page and on the Resources page. If additional rooms /forms are needed, contact the parish office. Please return completed forms to the rectory parish office – or email [pbernardi@ijpparish.org](mailto:pbernardi@ijpparish.org). You will be informed if there are any changes to the schedule you requested. **If maintenance personnel are required, please complete Form "B".**

Contact person for this event: \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Parish Organization hosting event \_\_\_\_\_

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

Description: \_\_\_\_\_

Anticipated attendance: \_\_\_\_\_

Date(s) of event: \_\_\_\_\_

Time event begins: \_\_\_\_\_ time event ends: \_\_\_\_\_

Meetings must end by 9:30 pm so clean up can be done by 10 pm.

Event setup time if needed (i.e. 30 minutes) \_\_\_\_\_ cleanup time if needed \_\_\_\_\_

One time event \_\_\_\_ Ongoing \_\_\_\_ (If ongoing, what day of week: S M T W Th F S) (Circle)

Ongoing event: Starting date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Ending date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_ Weekly \_\_\_\_ Monthly \_\_\_\_ Other

Please check all requested rooms:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Church                      | <input type="checkbox"/> PLC 1 (St. Catherine) | <input type="checkbox"/> PLC Library      |
| <input type="checkbox"/> Church Hall (north & south) | <input type="checkbox"/> PLC 2 (St. Dominic)   | <input type="checkbox"/> PLC Art Room     |
| <input type="checkbox"/> Church Hall north (kitchen) | <input type="checkbox"/> PLC 3 (St. Thomas)    | <input type="checkbox"/> School           |
| <input type="checkbox"/> Church Hall south           | <input type="checkbox"/> PLC Holy Family Room  | <input type="checkbox"/> School Cafeteria |
|  | <input type="checkbox"/> PLC Music Room        | <input type="checkbox"/> Gym              |

**Maintenance / Special Request Required (Must complete Form "B")**

## **Rectory Office use only**

Date approved \_\_\_\_\_ By \_\_\_\_\_

Date entered on calendar \_\_\_\_\_ By \_\_\_\_\_

**(If "Form B" is completed, forward to Plant Manager Mike Chapman [mchapman@ijpparish.org](mailto:mchapman@ijpparish.org))**