

**THE CATHOLIC PARISH OF SAINT JOHN THE BAPTIST
MEETING ROOM REQUEST FORM**

PLEASE COMPLETE THE BELOW FORM TO REQUEST A ROOM RESERVATION

Please complete this form and email your request to the Facilities Manager at: akeef@stjohn-catholic.org or fax to 405-340-5715. For questions, please call Anne Keef at 405-340-0691 x108. Room fees may be applicable for non-parish related events. Reservations are not guaranteed unless confirmation has been received. Facility requests will be confirmed as soon as approved by the Staff Resource Leaders who meet every other Wednesday.

Date of Request: _____ Name of Group: _____

Contact Person: _____

Contact Person's Telephone Number: _____ Email Address: _____

YOUR PROPOSED EVENT

Date of Event: _____ Number of Attendees: _____

Time of Event: _____ Setup Time (earliest access in room): _____

Room(s) Requested: _____

If your first room choice is unavailable, what is your alternate room selection: _____

Is this a reoccurring event: Yes No

If yes, please describe the reoccurring pattern you will need (i.e. weekly, monthly, etc...) _____

Dates of reoccurring events: _____

Is this event open to all Parishioners: Yes No If no, who is invited: _____

Are you charging admission/fees to attend: Yes No If yes, how much: _____

Purpose of fees (please work with your staff resource leaders on the process to collect/secure money): _____

Will a cash bank be required: Yes No If yes, how much: _____

Room Setup: Classroom Theater U-Shape Hollow Square Rounds of 5 Rounds of 8 Rounds of ? Boardroom Bistro Tables

Audio Visual Equipment Needed: TV VCR DVD Player Laptop/LCD Projector Microphones

Will the kitchen area be needed: Yes No Are you bringing in your own food: Yes No

Are you using a caterer: Yes No If yes, name of caterer/company: _____

Do you need linens: Yes No If yes to linens, what color: _____

Size of linens: square (for round tables) rectangle (for buffet tables) Number of linens: _____

Do you need nursery service: Yes No If yes, please contact Mary Jo Fischer at 405-340-0691 x125 for arrangements.

Any special requests: _____

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For office use only:

Date received: _____ Reservation confirmed: _____