



Facility Reservation Request

Email Address: church@stjeromehou.org

Today's Date: _____

Group/ Organization: _____

Responsible Contact:

Name: _____

Email: _____

Phone #: _____

Type of Event/Function (Please be specific): _____

Number of People attending: _____

Facility (ies)/ Rooms Requesting:

1st Choice: _____

2nd Choice: _____

When will be in use, DATE:

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

TIME during use [include setup/clean up times] Closing time for events is 8:45pm latest):

1st Choice: _____

2nd Choice: _____

(Can take up to 2-3 days to Approve.)

Approved by _____

ATTENTION!!!!

*When requesting one of the facilities, you are responsible for total cleaning and removal of all Garbage. Meetings should be over no later than **8:45 PM, gates close at 9PM**. Thank you. If the facility is not cleaned, you will forfeit the right to use the facilities again.*