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St. Clare Catholic Parish
Room Reservation Form 2023-2024
(PLEASE COMPLETE, SIGN, AND EMAIL TO: OFFICE@STCLAREROSEVILLE.ORG)

Booking Details:

Today's Date: _____ Ministry/Organization:_____

Contact Person:_____

Email Address: _____ Phone Number: _____

Event Details:

Event/Meeting Name:_____

Check how often you will be using**:** **Once** ☐ Preferred Date_____

Weekly ☐ Preferred Day: _____ **Monthly** ☐ Preferred Day_____

Start Date: _____Start Time _____ **End Date:** _____ End Time _____

Set-up Start Time_____Clean Up Time_____

Additional Coordination:
Answering "yes" to any of these questions requires additional paperwork, approval, and planning.

Will you charge for this event? Yes ☐   No ☐ If so, what will the charge be?_____

Please fill out a "Fundraiser Request Form" for this event. Fundraiser request approval is required before event will be booked.

Facility Requested:
Please check ☒ the facility needed
Church
    Church (1152 max.) ☐   Narthex ☐   St. Clare Room (161 max.) ☐   Church Parking Lot ☐
Morris Center
    Morris Center, East (294 max. / 120 seated) ☐   LaSalle Room (43 max.) ☐
    Morris Center, West (294 max. / 120 seated) ☐   St. Francis Room (43 max.) ☐
    Morris Center Plaza ☐
Evangelist Center
    St. Matthew Room (42 max.) ☐   St. Mark Room (42 max.) ☐
    St. Luke Room ☐   St. John Room ☐
Kitchen(ette)
    Morris Center Kitchenette ☐   Morris Center Kitchen ☐   St. Clare Room Kitchenette ☐

Room Set-Up:

Please check☒ the set-up needed:

Note: ***Due to increase use of facilities, any ministry group that is able to offer set-up assistance help is always appreciated.***

Ministry Will Set Up ☐   *St. Clare Team to Set Up* ☐   No Set Up Required ☐

Auditorium Style ☐   Banquet Style ☐   Classroom Style ☐

Meeting Style ☐
___ Single rectangle table (seats 6-8)
___ Double rectangle tables - pushed together (seats 10-12)
___ Square shape - 4 rectangle tables (seats 12-16)
___ U-shaped- 4 or 6 rectangle tables (18+)

Expected Attendance: _____

Number of round tables (Seats 8 people per table)_____

Number of long, 6'/8' rectangular tables (Seats 8/10 people per table)_____

Number of Chairs: _____

Special Set-up Instructions: *-Requires Layout Arrangement

_____

_____

Technology Needs: *(Training required at least two weeks before event date)*

Audio-
CD Player   ☐   Microphone ☐

Video
DVD Player ☐   TV/Projector ☐   Laptop Cables (HDMI/VGA) ☐

Other
Wireless Internet (Wifi)   ☐

Other Technology/Equipment Needs:

_____

_____

Signature of contact person for this event:

_____