

ST. BERNARDINE OF SIENA  
SPACE REQUISITION FORM

Today's Date: \_\_\_\_\_

Request to schedule a function/meeting on the Parish calendar.

Person Requesting:		Phone #:
Function/Meeting		Troop #:
Date Requested:		Location
Set-Up Time	Start Time	End Time

Approximate Number of People: \_\_\_\_\_

If you will be meeting through the school year only, please specify the date you will be starting and the date you will be ending.

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

What day of the week will you be meeting on? \_\_\_\_\_

Will you meet every week \_\_\_\_\_ Every other week \_\_\_\_\_

Every Month \_\_\_\_\_ Will you meet year-round? \_\_\_\_\_

If meeting year-round, starting date: \_\_\_\_\_

If meeting OTHER than weekly, please list EVERY date on the reverse side of the form.

Specify amount, if needed:

Tables: \_\_\_\_\_ Chairs: \_\_\_\_\_

Other: \_\_\_\_\_

All equipment must be ordered three days prior to the function/meeting if different than a regular meeting.

**SCHOOL BUILDING USE ONLY:**

Keys to rooms are to be picked up in the Parish Office prior to the meeting.

After 8:00 pm weekdays, 6:00 pm Saturdays, and 4:00 pm Sundays, please return keys to the rectory mailbox.

Please check to see if you are leaving anything behind.

Turn off lights in room(s) and bathroom(s), close and lock all windows and doors.

When using either kitchen, please take all food and other articles you brought with you away at the end of the meeting. THIS IS A MUST!!!!

**ROOMS IN THE PARISH CENTER:**

When leaving, please turn off lights in the bathrooms as well as rooms being used.

Shut your meeting room door as the alarm system picks up all open doors. Shut outside doors.

Please help keep our school, church and parish center clean.

Person responsible at meeting place if different than person requesting meeting:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

ANY QUESTIONS, CALL JEAN IN THE PARISH OFFICE AT (818) 888-7073.