

***Saint Eugene's Cathedral***  
 2323 Montgomery Drive  
 Santa Rosa, CA 95405  
 Phone: 707-542-6984 Fax: 707-542-1621

**FACILITY RESERVATION REQUEST**

**REQUESTOR INFORMATION:**

Organization: <input type="checkbox"/> School <input type="checkbox"/> Preschool <input type="checkbox"/> Daycare <input type="checkbox"/> Parish Organization <input type="checkbox"/> Diocese <input type="checkbox"/> Other _____			
Group Name: (if applicable)		Contact or Chair Persons Name:	
Contact's Day Time Phone Number:		Contact's Fax Number:	
Contact's Personal Phone or Pager:		What is best method of reaching contact person?	

**ROOM, DATE AND TIME REQUESTED:** *(include your set-up and clean-up times when requesting room)*

Building:     Msgr. Becker                      Room(s):  Gym    Brinker    Room 2    Kitchen    Pantry    Patio  
 Parish Hall                      Room(s):  Faith    Charity    Kitchen    Hope  
 Cathedral

Date of Event: _____	Set up Time In:	Event Time In:	Event Time Out:	Clean Up Time Out:
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Estimated Total Attendance: \_\_\_\_\_    # Adults: \_\_\_\_\_    # Youth (*under 18*): \_\_\_\_\_

**CLASSIFICATION INFORMATION:**

Purpose of Event: \_\_\_\_\_

Event open to the public?    Yes    No    Will a fee be charged?    Yes    No    Amount of fee? \_\_\_\_\_

Fundraising event?         Yes    No    Will a caterer be used?    Yes    No    Name: \_\_\_\_\_

Will food be served?        Yes    No    Type: \_\_\_\_\_

Will alcohol be served?     Yes    No    Type: \_\_\_\_\_

Who will clean up?         Volunteer Crew                       Professional Janitor    Name: \_\_\_\_\_

**NOTE:** Bookings may not be requested more than twelve months in advance of the event date. Every effort is made to accommodate all requests for use of the facilities. St. Eugene's Parish reserves the right to decline or to reschedule events for any reason.

Signature of Requesting Party: \_\_\_\_\_ Date: \_\_\_\_\_

**Parish Office Use Only:**

Date Received:	Event Date Confirmed:	Alternate Dates Available:	Date Confirmation Sent:
	<input type="checkbox"/> YES <input type="checkbox"/> NO		Date: Method: