

# SAN ANTONIO DE PADUA RESERVATION FORM

**Today's Date:** \_\_\_\_\_ **ORGANIZATION:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_ **Number of Attendees:** \_\_\_\_\_

**Requested By:** \_\_\_\_\_ **Contact:** \_\_\_\_\_

**Phone No. (required):** \_\_\_\_\_ **Email:** \_\_\_\_\_

**ROOM(S) REQUESTED:** \_\_\_\_\_

(If set-up and/or equipment required, please complete reverse side.)

**Event Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Set-up Time Needed:** \_\_\_\_\_ **Clean-up Time Needed:** \_\_\_\_\_

**Food being served?** Yes  No

**Post event on San Antonio website calendar?** Yes  No

**EVENT DATE(S):** \_\_\_\_\_

- OR -

### RECURRING EVENT

**Frequency:**  Daily  Weekly  Day of the Month  Every  Every Other  Sun.  Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.

Every  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>  last

**Date range from:** \_\_\_\_\_ **to** \_\_\_\_\_

**Skip dates/months of:** \_\_\_\_\_

**Does event involve the sale of goods?** Yes  No   
If yes, what is being sold? \_\_\_\_\_ Cost \_\_\_\_\_

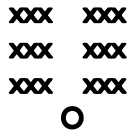
**Does event involve a Speaker?** Yes  No   
(If yes, Speaker Approval Form must be submitted to the Pastor.)

**Does event involve children being separated from their parents?** Yes  No   
(If yes, adults responsible for children **MUST** meet all Diocesan Safety Requirements and their names **MUST** be submitted to Parish Office for verification.)

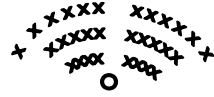
|   |
|---|
| FOR OFFICE USE ONLY                                       |
| DATE: _____ Submitted to Parish Office                    |
| _____ Pastor approval (Parish Hall)                       |
| _____ Submitted to the Facility Coordinator (Parish Hall) |

**NOTE: Room Set-up** will be arranged by parish maintenance staff based on time available, otherwise tables and chairs will be made available in rooms for each group to set-up and take down.

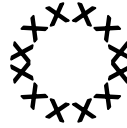
ASSEMBLY STYLE  
(Chairs Only)



THEATRE STYLE  
(Chairs Only)



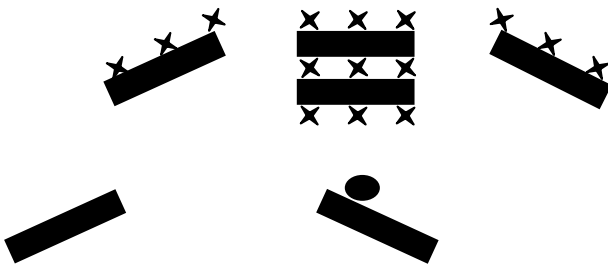
CIRCLE STYLE  
(Chairs Only)



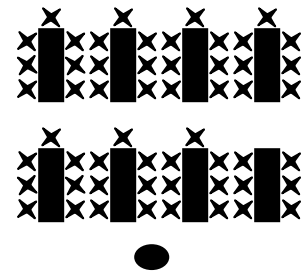
OTHER

*Attach a separate sheet with diagram.*

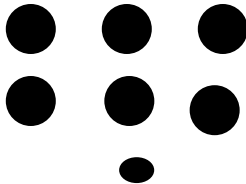
THEATER CONFERENCE STYLE  
WITH TABLES & CHAIRS



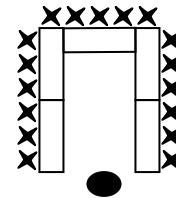
CLASSROOM CONFERENCE STYLE  
WITH TABLES & CHAIRS



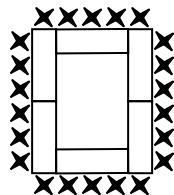
CLASSROOM CONFERENCE STYLE  
WITH ROUND TABLES & CHAIRS



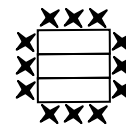
U SHAPE CONFERENCE STYLE  
WITH TABLES & CHAIRS



SQUARE SHAPE CONFERENCE STYLE  
WITH SPACE IN THE MIDDLE



SQUARE SHAPE CONFERENCE  
STYLE WITH NO SPACE IN THE  
MIDDLE



**SPECIAL EQUIPMENT**

MICROPHONE & STAND

SOUND EQUIPMENT

TV/VCR (DVD)

OTHER \_\_\_\_\_