



# Saint James Catholic Church

905 Park Ave Falls Church, VA 22046  
Rectory Office -- (703) 532-8815 (phone) -- (703) 533-7644 (fax)  
Email [gbeauchamp@stjamescatholic.org](mailto:gbeauchamp@stjamescatholic.org)

## EVENT RESERVATION REQUEST FOR PARISH GROUPS

To reserve space at Saint James, please fill out all 3 pages and submit it to the Rectory Office for approval. **Request will not be approved unless Page 2 is completed with setup information and Page 3 is signed and both are returned.** NO CHANGES MAY BE MADE UNLESS APPROVED IN WRITING.

NAME OF ORGANIZATION: \_\_\_\_\_

NAME OF CONTACT PERSON: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Room/Field/Parking Lot Requested: \_\_\_\_\_

Name of the Event: \_\_\_\_\_

Calendar Year \_\_\_\_\_ Beginning Month/Day: \_\_\_\_\_ Ending Month/Day: \_\_\_\_\_ Number Attending: \_\_\_\_\_

Event Recurrence (e.g., weekly, monthly, quarterly, if applicable): \_\_\_\_\_

Begin Setup Time: \_\_\_\_\_ End Cleanup Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

The person signing below is responsible for the condition of the room upon departure. The room must be returned to the condition it was received. Failure to do so will result in the loss of room use privileges.

Set up is required and is submitted with this request     There is no set up required

There will be food served at this event (please allow extra time for set up and clean up)

By signing below, I agree to abide by the regulations outlined in the Agreement for Use of Parish Facilities which is on file for our group at the Rectory Office or is attached hereto.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

.....  
**PARISH USE ONLY:**

Room Available: \_\_\_\_\_ Placed on Calendars \_\_\_\_\_ (Initials) \_\_\_\_\_

Date Facilities Department notified \_\_\_\_\_ (copy with set up) \_\_\_\_\_ Date: \_\_\_\_\_

# SET UP REQUIREMENTS FOR ROOM

**This page must be returned with Event Registration Request to have your event approved. NO CHANGES MAY BE MADE UNLESS APPROVED IN WRITING.**

Room/Field Area/Parking Lot Requested: \_\_\_\_\_ Date and Time: \_\_\_\_\_

Number of Tables: (Round)\_\_\_\_ (Rectangular)\_\_\_\_ Number of Chairs: \_\_\_\_\_ Podium Required: Yes \_\_\_ No \_\_\_

Microphone Required \_\_\_\_\_ Other (Please be specific): \_\_\_\_\_

**Msgr. Heller Hall Only:** Projector & Screen \_\_\_\_\_

**Diagram of set up-**Please draw the layout as accurately as possible inside the box below. Groups are responsible for their own set up for Knecht Conference Room not our facilities staff.

- Indicate the front or back of the room.
  - For Monsignor Heller Hall, indicate the stage as the front of the room.
  - Indicate the arrangements of the tables and chairs



## Saint James Catholic Church

905 Park Ave Falls Church, VA 22046

Rectory Office -- (703) 532-8815 (phone) -- (703) 533-7644 (fax)

Email [gbeauchamp@stjamescatholic.org](mailto:gbeauchamp@stjamescatholic.org)

### AGREEMENT FOR USE OF PARISH FACILITIES BY PARISH GROUPS

- Each group must have an Agreement for Use of Parish Facilities by Parish Groups signed and dated within the last 12 months on file in the office.
- The Rectory Office schedules the use of the fields, lawn areas, parking lots, Church, Monsignor Heller Hall, Knecht Conference Room, the Gym, and the Parish House Conference Rooms/Kitchen.
  - School rooms such as the Cafeteria, School Library, and Art Room are scheduled through the School Office (703-533-1182).
  - Please complete the Room Reservation Request for Parish Groups as completely as possible.
  - Sign the Request, complete the setup diagram on Page 2, and return to the Rectory Office.
  - **All requests, including changes, must be made in writing to the Rectory Office.**
  - Submit your Request at least two weeks prior to the event date.
  - **Your request is not guaranteed until the Rectory Office has confirmed your request with you.**

**Set Up/Equipment:** A room set-up diagram, as well as requests for any required equipment such as microphones, podium, DVD player, etc. on Page 2 of the request, must be completed before your request is approved. Facilities maintenance staff will set up and take down tables and chairs only. All other room set-up is to be provided by the group using the room. There is no set up by facilities for Knecht Conference Room, only Monsignor Heller Hall.

**Food:** If you are planning to serve refreshments, please indicate and allow extra time for set up and clean up. Do not leave any food in any of the rooms or in the refrigerator.

**Changes:** Any changes to set-up, time, or location must be made in writing at least one week prior to the event. If a room is not needed, notify the Rectory Office as soon as possible so that another group may use it. You may not allow another group to use your reservation. **The Rectory Office must approve each group.**

**Return of Room:** Groups using the facilities agree to return the room to the condition in which it was received. Make sure there is no liquid or sticky substances left on floors. Deposit garbage in the appropriate containers provided outside, turn off all lights, and close the doors when leaving.

**Hours of Use:** Parish facilities are open daily from 8:00am until 9:00pm. These are the normal work hours of our facilities staff. Any use outside of these hours will be approved on a case-by-case basis.

By signing below, I agree to the above terms for using any parish facilities. Failure to comply with these regulations may result in the loss of rooms use privileges.

Name of Group/Organization: \_\_\_\_\_

Printed Name of Person(s) Responsible: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_