

**EVENT RESERVATION REQUEST FOR PARISH GROUPS**  
**ST. JAMES CATHOLIC CHURCH**  
**905 Park Avenue, Falls Church, VA 22046**  
**Rectory Office -- (703) 532-8815 (phone) -- (703) 533-7644 (fax)**  
**Email [calendar@stjamescatholic.org](mailto:calendar@stjamescatholic.org)**

To reserve space at St. James, please fill out this form and submit it to the Rectory Office for approval. NO CHANGES MAY BE MADE UNLESS APPROVED IN WRITING.

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

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

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

Room Requested: \_\_\_\_\_

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

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

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

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

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

Number Attending: \_\_\_\_\_

The person signing below is responsible for the condition of the room upon departure. Room must be returned in the condition it was received. Failure to do so will result in 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) \_\_\_\_\_

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

## SET UP REQUIREMENTS FOR ROOM

Room Requested: \_\_\_\_\_ Date and Time: \_\_\_\_\_

Number of Tables (Round) \_\_\_\_\_ (Rectangular) \_\_\_\_\_ Number of Chairs: \_\_\_\_\_

Microphone Required \_\_\_\_\_ Podium Required \_\_\_\_\_ Other: \_\_\_\_\_

Diagram of room set up: Please draw the layout as accurately as possible. Indicate the front or back of the room. For Heller Hall, indicate the stage as the front of the room. For the Knecht Conference Room, use the blackboard as the front. Also indicate the arrangements of the tables and chairs, for example, U-shaped with chairs on the outside only, or T-shaped with chairs on both sides, etc.

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

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- 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 Church, Heller Hall, the Knecht Conference Room, the Gym and the House of Ministries Conference Rooms. 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 and return it to the Rectory Office. All requests must be made in writing. Submit your Request at least two weeks prior to the event date.

**Set Up/Equipment:** Please include 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. 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.

**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.

**Return of Room:** Groups using the facilities agree to return the room to the condition in which it was received. 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 8:00 a.m. until 9:00 p.m. 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 loss of rooms use privileges.

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

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

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

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

*Revised April 15, 2015*