



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

EVENT RESERVATION REQUEST FOR PARISH GROUPS

To reserve space at Saint James, please fill out all 3 pages and submit 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 Requested: _____

Name of the Event: _____

Calendar Year _____ Beginning Month/Day: _____ Ending Month/Day: _____ Number Attending: _____

Event Recurrence (e.g., weekly, monthly, 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. 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: _____ Date Placed on Calendars _____ (Initials) _____

Date Facilities Department notified _____ (copy with set up) _____ (calendar) 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 Requested: _____ Date and Time: _____

Number of Tables (Round) _____ (Rectangular) _____ Number of Chairs: _____ Podium Required _____

Microphone Required _____ Other (Please be specific): _____

Diagram of room set up-Please draw the layout as accurately as possible inside the box below.

- 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
 - i.e., U-shaped with chairs on the outside only or T-shaped with chairs on both sides, etc.





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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 Church, Heller Hall, Knecht Conference Room, the Gym, and the Parish House 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, 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.

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 will be 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.

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. Make sure there are 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. 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: _____