



Saint James Catholic Church

905 Park Ave Falls Church, VA 22046
Rectory Office -- (703) 532-8815 (phone)
Email 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. **Reservations will not be accepted over the phone. Requests 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: _____

Beginning Month/Day: _____ Ending Month/Day: _____ Number Attending (Please be accurate): _____

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: _____

Microphone Y__ N__ WiFi Y__ N__ **Msgr. Heller Hall Only:** Projector & Screen Y__ N__

Groups are responsible for their own set up for IHM Conference Room, not our facilities staff.
Groups using the Parish House may not prop open the doors for security purposes.

Diagram of set up-There are only three set-ups for Msgr. Heller Hall. Please circle one.

1. Conference set-up
2. Reception #1 set-up
3. Reception #2 set-up

Conference Set-Up ([Click to view diagram](#))

Podium Y__ N__

3-4 rectangle tables # _____

Theater seating of chairs (up to 150) # _____

Reception #1 Set-Up ([Click to view diagram](#))

Podium Y__ N__

3-4 rectangle tables # _____

6-10 round tables # _____

Chairs under windows Y__ N__

Reception #2 Set-Up ([Click to view diagram](#))

Podium Y__ N__

3-4 rectangle tables # _____

3-4 round tables under windows with chairs # _____

Set-up outside of the above-mentioned format, needs approval of the facilities director at least 2 weeks before the event. A diagram must be submitted with your request. The facilities director makes the final determination about set-up.



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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 fields, lawn areas, parking lots, Church, Monsignor Heller Hall, **IHM Conference Room (formerly Knecht Conference Room)**, Knecht 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. **All reservations must be made in writing and the form submitted before it will be placed on the calendar. Reservations will not be accepted over the phone.**
 - **Groups using the Parish House may not prop open the doors for security purposes.**
 - **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 IHM 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 the floor. 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 working 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 room use privileges.

Name of Group/Organization: _____

Printed Name of Person(s) Responsible: _____

Phone: _____ Email: _____

Signature: _____ Date: _____