

St. Francis of Assisi Roman Catholic Church
2746 Fifth Street
Castle Rock, CO 80104
(303) 688-3025

MEETING ROOM REQUEST FORM

Today's Date _____

New Request _____ Change _____

On the back of this form is a calendar with holidays, office closure & Douglas County school dates. On the reverse side of this form please circle all dates which you plan to hold the meeting being scheduled below, then complete this form. If you are requesting meeting space for more than one group, please use a separate form for each group. **Please do not schedule any activities during Holy Week** – the only activities that will be scheduled are those associated with Holy Week.

All requests are subject to availability, with priority given to **liturgical celebrations, sacramental preparation and faith formation programs**. If, after approval, you cancel a date **PLEASE** inform the office in advance so the room may be made available for other groups. Thank you for everything you do for St. Francis of Assisi.

Contact person: _____ Phone #: _____

Email Address: _____

Name of Group/Program: _____

Average number attending your meetings: _____

Equipment requested: _____

Room(s) requested: _____

Scheduling Information:

Ongoing Meeting: Every _____ (day of the week) _____ (i.e. 3rd Tues)

(Month) _____ through (month) _____

Exceptions _____

Event Start time: _____ a.m. / p.m. End time: _____ a.m. / p.m.

Set up time needed: _____ minutes Clean up time needed _____ minutes

One Time Program: (Date) _____ (day of the week) _____

Event Start time: _____ a.m. / p.m. End time: _____ a.m. / p.m.

Set up time needed: _____ minutes Clean up time needed _____ minutes

If you are requesting audiovisual equipment or other equipment for your meeting, please call the office three (3) days in advance to confirm availability. Equipment is scheduled on a first come, first served basis.

To schedule a bulletin announcement, bulletin insert and/or a Mass announcement

Bulletin Announcement (date) _____ submit **no later than Monday at noon** prior to the Sunday of the announcement date. (Holidays impose different deadlines.) Be sure to remind the Bulletin Editor in advance.

Bulletin Insert (date) _____ must be delivered to the office by Tuesday the week to be inserted. Printing of the insert and inserting it into the bulletin is the responsibility of the group requesting it.

Mass Announcement (date) _____ remind the Administrative Assistant to include this information the Wednesday prior. Mass announcements must be approved by the Pastor.