

St. Luke and St. Bernardine Parish

FACILITY RESERVATION REQUEST : ON AND OFF-CAMPUS

Send completed form to stlstboffice@stlstbparish.org. This form is for parish sponsored events only.

Is this a fundraising event? If so, contact Sheila Price at sprice@stlstbparish.org prior to submitting this Facility Reservation Request.

Today's date: _____

Event Name and Description: _____

Event date/time: _____ Recurring Event: Yes No

If recurring event, list all dates here: _____

Hosting Ministry/Organization: _____

Parishioner Contact name: _____ Cell Phone: _____ Email: _____

Expected attendance: _____

List of on-campus spaces:

St. Luke: Church, Guild Room, Parking Lot, Hospitality House, Waldron Hall, School Faculty Lounge, School Gym

St. Bernardine: Church, Fearon Hall, Convent Dining Room, Parking Lot, Cafeteria, Kitchen

On-campus event location: _____

Off-campus location name and address: _____

(For off-campus events ONLY) Event Contact name: _____

Cell Phone: _____ Email: _____

Fill out the following for on-campus events ONLY:

Number of Tables: _____ Number of Chairs: _____

Who will set up event? _____ Phone: _____ Set up time: _____

Who will clean up afterwards? _____ Phone: _____ Cleanup time: _____

**Please contact the parish office at stlstboffice@stlstbparish.org at 708-771-8250 if you wish to have Maintenance Staff set up and take down the event at least three weeks prior to event. Staff is not available for set-up or take-down weekdays after 3 pm or Saturdays and Sundays.*

Additional items:

- Sketch of room set-up, please attach as a separate sheet
- Equipment required, please specify (if any):
 - TV
 - AV
 - Projector
 - Microphone
 - Lift
 - Wi-Fi

If using equipment, training with our Maintenance Staff must be scheduled three weeks prior to the event by contacting the parish office. To schedule training, email stlstboffice@stlstbparish.org. The parish office will notify you by email when the event is on the parish calendar. Please refer to the **Event Planning Procedures Form** for further steps. Cancellations or changes in date/time: please submit by email to stlstboffice@stlstbparish.org. More information is available on our [website](#).