

Saint Anthony of Padua

Facilities Request Form ¹

(Move cursor to number to see footnote text)

FacReq.stanthony@comcast.net

Fax: 609-448-8878

Your name: ² _____

Address: _____

Phone number(s): (____) ____-____ x _____ (____) ____-____ x _____

Email: ³ _____ Fax: (____) ____-____ x _____

Name of Activity/Ministry: _____

Event Information:

Specify the purpose of the event, ⁴ starting time, ⁵ ending time, number of participants and suggested room(s). ⁶ In addition:

a) For a non-recurring event (a retreat, a Christmas party, etc.), also specify the date(s), e.g. 7/18/07.

b) For a recurring event (a meeting that occurs on the same day of the month for an entire year), also specify the start month and year, the end month and year, the day and the week(s) of the month, e.g. 7/1/07, 6/30/08, Wednesday and the 1st and 3rd week.

Special Room Requirements: ⁷

Saint Anthony of Padua

Facilities Request Form

Notes:

-
- ¹ Please email the completed form to FacReq.stanthony@comcast.net. If you do not have a computer, the form can be faxed (609-448-8878) or returned to the church office. Requests will be booked as they are received. To ensure you receive your specified event date, time and room(s), please submit your request as soon as possible. Please also use the above means of communicating for information, questions or to request a Facilities Request Form.
 - ² Type the required information in the highlighted box. The box will expand to accommodate the information typed. To move about the form, use the arrow keys or click above the underscore line.
 - ³ Your reservation confirmation will be sent to your email address or to your fax. If neither is given, a copy can be picked up at the church office.
 - ⁴ The purpose of an event is, for example, a class, a meeting, a prayer group, a reception, etc.
 - ⁵ The specified starting and ending times are the event starting and ending times and should not include setup and cleanup time.
 - ⁶ If the suggested room(s) is booked, an alternate room with similar attributes will be selected. Please make sure the number of attendees is given.
 - ⁷ The reservation program standard setup and cleanup time is 30 minutes for classrooms and 1 hour for the hall. If more time is required, indicate your need. If a special furniture arrangement and/or equipment are required, contact the parish secretary (448-0141 x11) to arrange a meeting with our setup person. **The meeting should take place at least one week before the event starting date.**