

# Room Reservation Request Form

Today's Date \_\_\_\_\_

Date(s) of your event \_\_\_\_\_

**If this is a reoccurring event please list all dates.**

(Please avoid holidays/school breaks/holy days. Only one **type** of event per sheet.)

Advertised start time of the event \* \_\_\_\_\_ Event End Time \_\_\_\_\_

How much time do you need before the advertised start time to set up the room? \_\_\_\_\_

Who from your group will be responsible for clean-up? \_\_\_\_\_

How long do you need for clean up after your event ends? \_\_\_\_\_

\*Please be sure that the event start time is the time that you want publically displayed - so be careful not to give me the time you want to get in to set up...give the start time on one line then the set up time goes on the line below!

Room (1st Choice) \_\_\_\_\_

Room (2nd Choice) \_\_\_\_\_

Number of people expected \_\_\_\_\_

Event Name \_\_\_\_\_

Group Name if applicable \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Phone Number (Days) \_\_\_\_\_ (Evenings) \_\_\_\_\_

**Contact E-mail address** \_\_\_\_\_

Is this a fundraising event? \_\_\_\_\_

If this is a fundraiser - have you submitted a fundraising application? \_\_\_\_\_

The applicant as signed below, and the applicant's organization, agrees to protect, indemnify, defend, save and hold harmless the Church of the Epiphany, the Archdiocese of St. Paul and Minneapolis and their officers and employees, from any and all claims, liabilities, damages or right of action directly or indirectly arising out of the use of facilities. I affirm that the above statements are true and I further affirm that I have read and understand all policies and information.

Please note: You will be notified as to the confirmation of rooms requested above and any charges which may apply. **By submitting this form you are only asking for a room reservation - it is not confirmed until you receive such notice.**

\_\_\_\_\_  
Signature of Applicant

Reservation # \_\_\_\_\_

Confirmation sent - \_\_\_\_\_

5/5/2011

Incomplete or incorrectly filled out forms will be returned, and will not be processed until submitted with complete and accurate information.