

ST. MAXIMILIAN KOLBE CATHOLIC CHURCH

5801 Kanan Road, Westlake Village, CA 91362 • Phone 818-991-3915 • Fax 818-991-7152

Email Kolbe@stmaxchurch.org • Web www.stmaxchurch.org

FACILITIES REQUEST FORM

Please note: All information must be filled in to be processed.

Organization /Group/ Ministry Making Request		Date Request Submitted ____/____/____
Name of Event		Date of Event ____/____/____
Event Contact Person	Email (Required)	Cell Number
PLEASE CHECK		
<input type="checkbox"/> Church	<input type="checkbox"/> Hall Room A	<input type="checkbox"/> Room 3 (Preschool)
<input type="checkbox"/> Immaculata Chapel	<input type="checkbox"/> Hall Room B	<input type="checkbox"/> Room 4 (Preschool)
<input type="checkbox"/> Counters Room	<input type="checkbox"/> Hall Room C	<input type="checkbox"/> Room 5 (Preschool)
<input type="checkbox"/> Room 1 (Staff)	<input type="checkbox"/> Kitchen (Hall)	<input type="checkbox"/> Room 6 (Preschool)
<input type="checkbox"/> Room 2	<input type="checkbox"/> Youth Room	<input type="checkbox"/> Room 7 (Preschool)
<input type="checkbox"/> Gathering Space		
<input type="checkbox"/> Parking Lot		
# of People Expected _____ (if one day only) Date of Event ____/____/____		
(If multiple day event) Date Event Begins ____/____/____ Date Event Ends ____/____/____		
If this is a reoccurring event, please list <u>all</u> dates.		
_____	_____	_____
_____	_____	_____
_____	_____	_____
<u>Please note that events on weekdays (M-F) must end at 8:30 pm.</u>		
Set up time _____ AM / PM	Time Event Begins _____ AM / PM	
Clean up Time _____ AM / PM	Time Event Ends _____ AM / PM	
Set up requirements:		
Are you requesting the parish staff set up the room? YES _____ NO _____		If "yes" please complete the Room Set-Up Diagram on next page reverse side.
Do you require janitorial help for clean up? YES _____ NO _____ (if no, please leave the room clean and empty all trash)		
Office Use Only Approved by _____ Entered in Calendar _____ Fee collected _____	Please put additional comments and complete Room Set-up Diagram on reverse side. Set Up Diagram must be included with original submission. Return <i>completed</i> Facilities Request form to Pastoral Office, keeping a copy for the ministry. Questions: Contact Sarah Ruffing at sruffing@stmaxchurch.org	

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ROOM SET-UP DIAGRAM



Additional Comments: _____
