

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

Organization /Group/ Ministry Making Request		Date Request Submitted
Name of Event		Date of Event
Event Contact Person	Email	Phone 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"/> Room 2	<input type="checkbox"/> Hall Room C	<input type="checkbox"/> Room 5 (Preschool)
<input type="checkbox"/> Counters Room	<input type="checkbox"/> Kitchen (Hall)	<input type="checkbox"/> Room 6 (Preschool)
	<input type="checkbox"/> Youth Room	<input type="checkbox"/> Room 7 (Preschool)
# 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 meeting, 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 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. Return <i>completed</i> Facilities Request form to Pastoral Center or Email to polly@stmaxchurch.org . Questions: Polly Toohey 818-991-3915 Ext. 110	

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ROOM SET-UP DIAGRAM



Additional Comments: _____

