

SFX Room Reservation Form

Day of Week

Month

Date

Year

Organization: _____

Event: _____ # of people expected _____

Xavier Room North

Providence Room

Xavier Room South

Upper Room

Combined Xavier Rooms

Francis East

XR Foyer

Francis West

Gym

Church

Kitchen

Church Vestibule

Church Plaza

Opening Time of Event: _____

Closing Time: _____

Set up Time: _____

If you need help with set up, please submit a chart to Mr. Moore at the Parish Office one week in advance. Copies of room plans are available at the Parish Office or on line at www.sfxparish.org.

I understand that we are responsible for all persons entering the building and for the condition of the building during the event and after we leave. We guarantee activities will be under the supervision of a qualified adult parishioner, and young children accompanying us will be watched. We need to see that all windows and doors are locked and lights turned off as we leave. Garbage should be taken to the dumpsters north of the building in the fenced in area. The keys may be signed out at the Parish Office by the contact person and should be returned to the Parish Office or the mail slot upon leaving the premises.

Signature: _____

(Responsible for Keys and Clean-up)

Contact Person: _____

Date of Request: _____

Phone Number: _____

Note: The calendar can be viewed on our website: www.sfxparish.org. Room Reservation forms as well as room set-up forms can be downloaded at this website.