



AFFILIATED ORGANIZATION SCHEDULING REQUEST FORM

To reserve a room for use in the Church, Parish Center or the Ministry Building, please complete this form and submit to the Parish Office for scheduling. All St. Philip Neri Campus buildings are open from 6:15 p.m. to 9:15 p.m.

Date Requested: _____

Group/Organization/Event: _____

Contact Person: _____ Phone: _____

Address: _____

Email: _____

Space/Room Requested: _____

Time Requested (include setup time): _____

Actual Meeting/Event Start Time: _____ Actual Meeting/Event End Time: _____

Approximate Number Participating: _____

Audio/Visual Request: Do you need audio or visual support? Yes No (Please circle one)
30 days prior notice is required. If yes, please provide the information requested below.

Audio – microphone, etc. *Please specify* _____

Video – presentation with slides, picture, etc. *Please specify* _____

As the representative of the above group, I understand and agree to the requirements therein, I will assume responsibility for compliance to the Parish Facility Usage Policy.

Signature: _____ Date: _____

If your event is canceled, contact Isa Montes at 803.548.7282 ext. 225 or email administrativeassistant@saintphilipneri.org.

Office Use Only:	
Date Approved _____	Entered _____