



## AFFILIATED ORGANIZATION RESERVATION 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 6:00 p.m. to 9:00 p.m.

EVENT DATE: \_\_\_\_\_ EVENT TIME: \_\_\_\_\_

Group Name: \_\_\_\_\_

Event: \_\_\_\_\_ Number of attendants: \_\_\_\_\_

Space/Room requested: \_\_\_\_\_

Actual start time: \_\_\_\_\_ Actual end time: \_\_\_\_\_

Do you need audio or visual support? Yes No *(Please note that 30 days prior notice is required)*

If yes, please provide the information requested below.

Audio – microphone, etc. Please specify: \_\_\_\_\_

Video – presentation with slides, pictures, etc. Please specify: \_\_\_\_\_

Event Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*By signing this form, I understand that I am the representative of the above group and event. I understand and agree to the requirements therein and I will assume responsibility for compliance to the Parish Facility Usage Policy.*

*If your event is canceled, contact Beth Donnelly at 803.548.7282 ext. 232 or email [receptionist@saintphilipneri.org](mailto:receptionist@saintphilipneri.org).*

### OFFICE USE ONLY

Requested space/room available YES NO (circle one)

Event approved by: \_\_\_\_\_

Requested date & time available YES NO (circle one)

Needs and accommodations: \_\_\_\_\_

Put in calendar by: \_\_\_\_\_