



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.

Please note: Meetings will NOT be scheduled to be held during Holy Week and Holy Triduum.

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 cancelled, contact Jenifer Badillo at 803.548.7282 ext. 310 or secretary@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: _____