



Reservation Request Form

Please read & complete both pages of this form. Please print or type.
All information is required.

Fax form to 512-477-9430 or email to reservations@staustin.org

TODAY'S DATE _____ EVENT _____

GROUP _____ CONTACT PERSON _____

PHONE _____ EMAIL ADDRESS _____

DAY(S) to be reserved (circle): Su M T W Th F Sa All within date range

RECURRENCE (circle or leave blank if none): 1st 2nd 3rd 4th 5th All **week(s) of the month**

DATE(S) to be reserved (use separate sheet if necessary) _____

Post to public calendar? Yes No

SET UP TIME (if desired): _____ MINUTES **BREAK DOWN TIME** (if desired): _____ MINUTES
 (This is time to assess the space for decoration, preparation, and clean up. It is separate from the set up of tables/chairs.)

EVENT START TIME: _____ (Circle One) **AM PM** **EVENT END TIME:** _____ (Circle One) **AM PM**

Number of Attendees Expected: _____ **Number of Parking Spaces Required:** _____

EQUIPMENT/SUPPLIES: Please place a check mark by the desired item(s).

- Tablecloth(s): Number needed _____
- Head Table
- Podium
- Easel
- TV
- DVD/VCR
- Large sound system (for > 50 people)
- Small sound system (for < 50 people)
- Extension cord(s): Number needed _____
- Projection screen
- LCD projector*+
- Laptop*+
- Digital Camera*+
- HD Video Camera*+

* May only be reserved by a staff member
+ Staff member must be present for use

LOCATION: Please place a check mark by the desired room(s).

- Hecker Hall
- Newman Hall Kitchen
- Our Lady of Guadalupe Room
- St. Augustine Room
- SS. Joan & Raymond Room
- St. Vincent de Paul Room
- Basement Classroom
- Youth Room
- Newman Hall Conference Room 316
- Paulist Hall

Reservation of one of the following locations books all four locations:

- Church, Mary Chapel, Choir Loft*, Organ*

Use of the following areas is subject to approval:

- Courtyard/Patio
- Blacktop
- Parish Center/Gym
- School Library*
- Music Room*
- Dominican Chapel
- Parking Garage

OFFICE USE ONLY

This event will prevent scheduling any other event on campus. Approved by (initial):
 _____ Pastor _____ Business Administrator

DATE RECEIVED _____ **By:** _____

DATE RECORDED IN DB _____ **By:** _____

DATE CONF. SENT _____ **By:** _____

Revised 11/6/2014

SEE PAGE TWO FOR SET-UP INFO AND NOTES

SET UP: Please place a check mark by the desired set up and fill in number expected.

- Board Room
- Circle of Chairs
- Theatre
- Dinner (*circle table type*)
 - 6ft Rectangle
 - Round
- Open space
- Other (**Must turn in Event Setup Form no later than one week prior to event.**)

Numbers are approximate maximums for set ups

Set-Up	St. Augustine	OLG	Paulist Hall	Hecker Hall	SS. J & R	SVdP
Circle of Chairs	12	50	50	80	16	16
Theatre	NA	50	40	100	NA	NA
Large Board Room	NA	22	22	22	NA	NA
Small Board Room	12	12	12	NA	12	8
Dinner: 6-ft. tables	NA	50	40	100	NA	NA
Dinner: round tables	NA	48	NA	64	NA	NA

Tables Available:

- 2—50-inch rounds (max 7 chairs per table)
- 8—60-inch rounds (max 8 chairs per table)
- 4—30-inch squares
- 12—6 foot x 30 inch rectangles

Chairs Available:

- 120 chairs with padded seats
- 150 metal folding chairs

NOTES

Turning in this form does not guarantee your room & equipment reservation. **Your reservation is confirmed only when you receive a confirmation e-mail or phone call from our office.**

PRIORITY

When a room is requested by more than one group, priority goes to the reservation request form turned in first. However, small groups meeting in large rooms may be moved at the discretion of parish staff unless the small group's activity reasonably requires a larger space.

POSTING SIGNS

The following may **not** be used to secure items to walls, doors or windows: Invisible/Scotch/clear, gift, masking, packing, duct, double-sided, foam mounting, and poster tapes as well as pins, tacks, nails, staples or hooks of any kind. **Please bring or request easels for your event if displays are necessary.** Adhesive putty is acceptable provided that it does not leave a mark or residue and does not damage paint upon removal. Removable tape may also be used. The cost of repairing any damage to parish property will be the responsibility of the group making the reservation.

CHANGES/CANCELATIONS

Requests for room and/or set-up changes to current reservations must be submitted in writing (e-mail is acceptable) **before 3 p.m. one (1) business day prior to the event.** Requests will be granted at the discretion of our scheduling and set-up staff.

To provide detailed setup information, please use an Event Setup Diagram form.

Groups submitting requests less than one (1) week prior to the event will be responsible for their own set up & break down of chairs, tables, etc.

OFFICE USE ONLY:

DATE RECEIVED _____ By: _____

Event Setup Diagram

TODAY'S DATE _____

EVENT _____

DATE OF EVENT _____

CONTACT PERSON _____

GROUP _____

TIME OF EVENT _____

PHONE _____

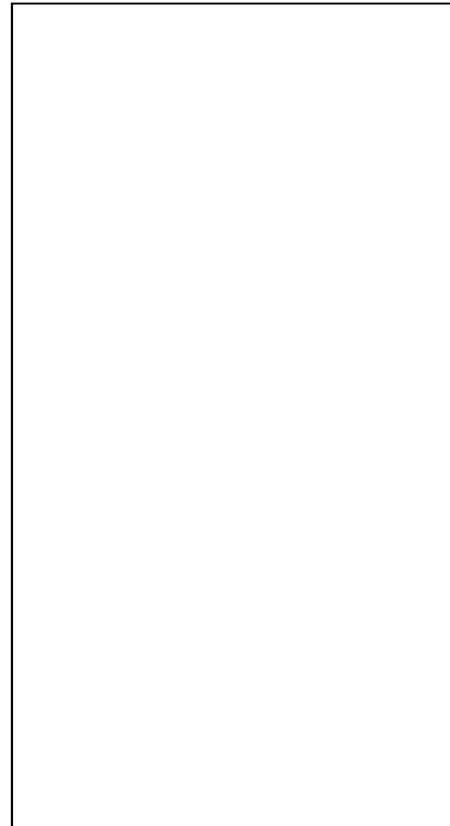
EMAIL _____

Please indicate arrangement of chairs and tables for your set up. Use a separate sheet if necessary. **This form must be turned in no less than one week prior to your event.**

**Paulist Hall
35'x22'**



**Hecker Hall
30'x43'**



**Our Lady of Guadalupe
28'x29'**

