

January 2013

**St. Ignatius of Loyola Catholic Community**  
***Facility Space Request Form***

Your name \_\_\_\_\_

Date of event \_\_\_\_\_

Time Requested: Start Time \_\_\_\_\_ End Time \_\_\_\_\_

# of Attendees \_\_\_\_\_

Desired Room/Rooms \_\_\_\_\_

Group name being represented \_\_\_\_\_

Purpose of the request \_\_\_\_\_

Require Audio/Visual \_\_\_\_\_

Prep Date \_\_\_\_\_

Desired Room/Rooms \_\_\_\_\_

Time Requested: Start Time \_\_\_\_\_ End Time \_\_\_\_\_

# of Attendees \_\_\_\_\_

Requestor's phone number \_\_\_\_\_

Requestor's cell number \_\_\_\_\_

Requestor's email \_\_\_\_\_

**I understand that this is a reservation request for the use of space and NOT a guarantee. All approved facility reservation requests will be approved by the staff and written notification will be sent to the requestor.**

**\*\* When requesting space in Building C, all understand that there is to be NO FOOD, DRINK OR GUM during the event due to parishioners having severe food allergies.**

E-mail: [receptionist@e-stignatius.org](mailto:receptionist@e-stignatius.org) or Fax: 301-695-0259

Signature \_\_\_\_\_

Date \_\_\_\_\_

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**Office Use:**

**Date Received:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_

**Party Requested Notified:** \_\_\_\_\_