

St. Matthew the Apostle – Room Use Request Form

INSTRUCTIONS:

- Please print clearly and return all forms to the Parish Office, fax to (732) 985-9104 or e-mail to: kelly@stmatthewtheapostle.com
- Submit 1 form per request. EXAMPLE: If you need the faculty room weekly and the cafeteria for a one-time event, you should fill out two forms: one per request.
- Rooms will be assigned by priority and then in the order they were received.
- The Parish Office reserves the right to change room assignments. Notification of any change will be made via email.
- Groups involving children are typically asked to not use the Conference Room.
- This form applies to the parish center for non-sporting events only. For all sports-related use of the gym, please contact the athletic director.
- Call the Parish Office at (732) 985-5063 for a confirmation if you have not received one by June 3. Confirmations will be sent via email.
- Audio-visual equipment use is made available to a responsible person in a group, not the group itself. Instruction in the use of equipment may be required. Please call the office.
- If your meeting or event is cancelled, please inform the Parish Office as soon as possible.
- You can copy this form. Additional forms are available in the Parish Office or visit the parish website: www.stmatthewtheapostle.com.

EVENT INFORMATION

Date(s) of Event(s): _____ Title of Event: _____

Check One: *One Time Event* _____ *Weekly* _____ *Monthly* _____

Room(s) Requested: _____

Event Start Time: _____ Event End Time: _____

Room Reservation Time
including setup and cleanup (if different from above): _____

Number of Participants Expected: _____

Audio-visual equipment requests: _____

CONTACT INFORMATION

Organization: _____

Contact person: _____

Day Phone: _____ Evening Phone: _____

FAX: _____ E-mail: _____

FOR PARISH OFFICE USE ONLY

Approved? YES NO

DATE RECEIVED: _____

Staff Initials: _____