

Our Lady of Guadalupe Parish

2020 E. SAN ANTONIO STREET
SAN JOSE, CA 95116
TEL (408)258-7057 FAX (408)258-8249

FACILITY REQUEST FORM:

Note: Church special events or celebration including Religious Education classes take priority over any group's scheduled use of facility. The windows in all facilities must maintain uncover during your event unless otherwise set in advance with the permission of the Pastor. You will be responsible for the set up and clean up of the facility.

To check room availability, please visit our front office or our website at: www.olgparishsj.org.

You can email your request to esoto@dsj.org

Please check below the facility you would like to use:

- | | |
|---|---|
| <input type="checkbox"/> Main Church | <input type="checkbox"/> Hall Kitchen |
| <input type="checkbox"/> Chapel | <input type="checkbox"/> Portable Classroom 1 |
| <input type="checkbox"/> McDonnell Hall | <input type="checkbox"/> Portable Classroom 2 |
| <input type="checkbox"/> Casita #1 | <input type="checkbox"/> Kiosk |
| <input type="checkbox"/> Casita #2 | <input type="checkbox"/> Portable Classroom 3 |
| <input type="checkbox"/> Conference Room | <input type="checkbox"/> Creek Parking |
| <input type="checkbox"/> Front Office Lobby | <input type="checkbox"/> St Francis |

Other: _____

Ministry / Group Name: _____

Event name: _____ Name of Requestor: _____

Event description/purpose: _____

Date of Use of Facility: _____ Time: From _____ to _____

Estimated number of Persons Attending: _____

Cell: _____ Email Address: _____

Signature of Leader: _____ Date Submitted: _____

FOR OFFICE USE ONLY

Approved: _____ Denied: _____

Comments: _____

