

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



## Facility Reservation Request

**All facilities must be cleaned when you are finished with your event. This includes sweeping, taking garbage out to the DUMPSTER, & wiping down all tables. Your organization is responsible for the condition of the space. You will hear back within 7 business days about your reservation request.**

Facility or Room Requested: \_\_\_\_\_

Organization Requesting: \_\_\_\_\_

Event/Meeting Name: \_\_\_\_\_

Person Requesting: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

Beginning Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Special Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approval: \_\_\_\_\_

(Approval must be received from Saint Paul Principal from Boosters, PTO, School Events or other organizations under Saint Paul School before rooms will be scheduled)

Date Scheduled/Initials of Scheduler: \_\_\_\_\_

Unable to Schedule/Date/Reason/Initials: \_\_\_\_\_