



Saint Martha Catholic Church

ST. MARTHA CATHOLIC CHURCH EVENT RESERVATION FORM REGULATIONS

St. Martha Catholic Church has many rooms which are available to Parish Ministries **ONLY**. We do not rent out the rooms for Wedding Receptions, Birthdays, Dances, etc.

1. You **MUST** contact the Parish Secretary before filling out the Event Reservations form.
2. Check with the Parish Secretary to see if the date and time needed is available.
3. Your group **MUST** be an **active** ministry of St. Martha Catholic Church.
4. Please print clearly and give as much information as possible.
5. Liquor is **NOT** to be sold at any function.
6. If event is after hours, a licensed Security Guard **MUST** be present.
7. All events **MUST** have the approval of our Pastor. Check with the Parish Secretary to make sure your function has been approved.

**ST. MARTHA CATHOLIC CHURCH
EVENT RESERVATION FORM**

FUNCTION/ACTIVITY/EVENT:		ATTENDANCE:	
DAY & DATE:		TIME (no later than 11 p.m.): From	To
ONE TIME EVENT (if no, date it begins & ends):		Yes No	From To
PARISH REPRESENTATIVE (Name & Title):			
ADDRESS:		CITY/STATE/ZIP CODE:	
HOME PHONE:	WORK PHONE:	CELL PHONE:	
FACILITY NEEDED	✓	MATERIALS NEEDED (No decorations may be attached to the walls)	
Alcove			✓ Quantity
Carosella Chapel		8 foot tables	
Church (check in Mass Book)		6 foot tables	
Conference Room		4 foot tables	
East Hall		60" round tables	
Friendship Room		Chairs	
Kitchen		Microphone(s)	
Library (Room 218 - 2 nd Floor)		Podium	
Parlor (Room 224 - 2 nd Floor)		TV/VCR	
Room 211 East (2 nd Floor)			
Room 211 West (2 nd Floor)		Beverages (alcohol may not be sold): Yes No	
Room 217 (2 nd Floor)		Food (caterer must dispose of all garbage): Yes No	
Room 219 East (2 nd Floor)		If yes, who is responsible:	
Room 219 West (2 nd Floor)			
Room 220 East (2 nd Floor)		Security Guard (Required for evening events that occur on the weekends)	
Room 220 West (2 nd Floor)		Security Company:	
Room 221		Phone #:	License #:
West Hall		Contact Person:	
Special requests:			

FOR OFFICE USE ONLY

Date Information Received: _____ Person who took information: _____
 Approved by: _____ Date: _____