



# ST. MARTHA CATHOLIC CHURCH

*The Pallottines (Society of Catholic Apostolate)*

## MINISTRY EVENT FACILITY RESERVATION FORM

|   |  |   |    |
|---|--|---|----|
| EVENT NAME:   |  | ATTENDANCE:   |    |
| DAY & DATE:   |  | TIME (no later than 10 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:  |    |
| EMAIL:  |  |   |    |
| HOME PHONE:   |  | WORK PHONE:   |    |
|   |  | CELL PHONE:   |    |
| FACILITY NEEDED   |  | MATERIALS NEEDED<br>(No decorations may be attached to the walls)                   |    |
| 2 <sup>nd</sup> Floor Room  |  | Quantity  |    |
| Bro. Geenen Friendship Hall   |  | Chairs  |    |
| Carosella Chapel  |  | Table Size (Circle): 5' / 8' / 5' Round   |    |
| Church (check in Mass Book)   |  | Microphone(s)   |    |
| Conference Room   |  | Podium  |    |
| Courtyard   |  | TV/Video  |    |
| Fausto Parish Center (east side)  |  | Beverages (alcohol may not be sold): Yes / No                                       |    |
| Fausto Parish Center (west side)  |  | Food (caterer must dispose of all garbage): Yes / No<br>If yes, who is responsible: |    |
| Parish Kitchen  |  | SECURITY INFORMATION<br>(Required for evening events that occur on the weekends)    |    |
| Library   |  | Security Guard:   |    |
| Parish Office Meeting Room  |  | Phone #:  |    |
| Request to speak at Masses Yes / No<br>[Saturday 4 & 5:30 pm; Sunday 7:30 am, 8:00 am (Spanish/Hall), 9 am, 10:30 am, 12 pm, 12 pm (Vietnamese/Hall) & 5:30 pm] |  |   |    |
| Special requests:   |  |   |    |
| Pastor's Approval:  |  | Date:   |    |

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