



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 (No decorations may be attached to the walls)	
2 nd Floor Room		Quantity	
Bro. Geenen Friendship Hall		Chairs	
Carosella Chapel		Table Size 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 If yes, who is responsible:	
Parish Kitchen		SECURITY INFORMATION (Required for evening events that occur on the weekends)	
Library		Security Guard:	
Parish Office Meeting Room		Phone #:	
Request to speak at Masses Yes / No [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:	

200 North Orange Avenue, Sarasota, FL 34236

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Website: www.stmartha.org