



Queen of Peace Catholic Church

"Queen of Peace is a Eucharistic community that evangelizes, forms, and sends its parishioners out on mission."

ROOM RESERVATION FORM

Event Name: _____

Date filled out: _____

CONTACT INFORMATION:

Requested by: _____ Email: _____

Phone Number: _____

EVENT(S) DETAILS :

Event Start Time: _____ Event End Time: _____

Event Set-up Time: _____ Event Take-down Time: _____

Days of Week: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Event Start Date(s): _____ Recurring: One Time Weekly Monthly

Event End Date(s): _____ Other _____

Additional Request(s): _____

SELECT (1) room for this reservation:

Offsite (Additional form required)

Church

Main Sanctuary

Fiorenza Center

(Capacity)

Board Room (16-25)

Lounge (6-8)

Choir Room (25-35)

Classroom (20-30)

Resource Room (8-10)

Kitchen

Fiorenza Hall (200)

Parish Office

Parking Lots

Chapel (15)

Behind Gym (Hwy 45)

Center Lot

Oakcliff Lot

School

Classroom

Gym

Kitchen

***Equipment Needed**

Projector

Microphone

*Laptops are NOT provided

Purpose of meeting: Prayer Event Outreach Training Retreat Fundraiser New Program

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How is this event consistent with Queen of Peace's Mission:

Evangelization (encouraging a personal encounter with Christ):

Formation (equipping people to evangelize):

Sending it's parishioners out on mission (How is this explicitly proclaiming the necessity of a personal relationship with Jesus in your life and the life of your ministry?):

OFFICE USE ONLY

Approved by: _____

Date approved: _____

AC needed

Door/Keys needed