

St. John Vianney Facilities Request Form

Return to: Parish Office 4600 Hyland, San Jose OR parishoffice@sjvsj.net

Today's Date	
Name of Event or Gathering	
Group or Organization	

One-Time Event		Recurring Event			
Date of Event		Date range start		Date range end	

For Recurring Events only:					
<input type="checkbox"/> Daily					
<input type="checkbox"/> Weekly <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat					
<input type="checkbox"/> Monthly Week of month <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> Last					
Day of Week <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat					
<input type="checkbox"/> Annual Month <input type="checkbox"/> Jan <input type="checkbox"/> Feb <input type="checkbox"/> Mar <input type="checkbox"/> Apr <input type="checkbox"/> May <input type="checkbox"/> Jun <input type="checkbox"/> Jul <input type="checkbox"/> Aug <input type="checkbox"/> Sep <input type="checkbox"/> Oct <input type="checkbox"/> Nov <input type="checkbox"/> Dec					
Week of month <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> Last					
Day of Week <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat					

Start and End Times			
Setup Start		Event Start	
Event End		Cleanup End	

Facility Requested					
Church	<input type="checkbox"/> Church	<input type="checkbox"/> Church Lawn	<input type="checkbox"/> Choir Loft	<input type="checkbox"/> Hall	<input type="checkbox"/> Pavilion
Rectory	<input type="checkbox"/> Rectory Lawn				
Parish Office Center	<input type="checkbox"/> Chapel	<input type="checkbox"/> Garage	<input type="checkbox"/> Dining Room & Patio – Our Lady of Guadalupe Room		
	<input type="checkbox"/> Meeting Room – Our Lady of La Vang Room		<input type="checkbox"/> Conference Room – Azores Room		
	<input type="checkbox"/> Living Room – Yosemite Room		<input type="checkbox"/> Workroom – Santo Nino Room		
Community Center	<input type="checkbox"/> SCR1	<input type="checkbox"/> SCR2	<input type="checkbox"/> LCR	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Gym <input type="checkbox"/> Gym stage
School	<input type="checkbox"/> Faculty Lounge		<input type="checkbox"/> Athletic Field	<input type="checkbox"/> Quad	<input type="checkbox"/> Back Lawn <input type="checkbox"/> Scrip Office
	Classrooms: <input type="checkbox"/> 101 <input type="checkbox"/> 102 <input type="checkbox"/> 203 <input type="checkbox"/> 204 <input type="checkbox"/> 305 <input type="checkbox"/> 306 <input type="checkbox"/> 407 <input type="checkbox"/> 408				
	<input type="checkbox"/> 509 <input type="checkbox"/> 510 <input type="checkbox"/> 611 <input type="checkbox"/> 612 <input type="checkbox"/> 713 <input type="checkbox"/> 714 <input type="checkbox"/> 815 <input type="checkbox"/> 816				

Contact Information			
Name			
Email		Phone	

Office Use			
Approved by:		Date:	
Confirmed to:		Date	