

# St. John Vianney Facilities Request Form

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

|                                   |  |
|-----------------------------------|--|
| <b>Today's Date</b>               |  |
| <b>Name of Event or Gathering</b> |  |
| <b>Group or Organization</b>      |  |

| One-Time Event       |  | Recurring Event         |  |                       |  |
|----------------------|--|-------------------------|--|-----------------------|--|
| <b>Date of Event</b> |  | <b>Date range start</b> |  | <b>Date range end</b> |  |

| For Recurring Events only:  |  |  |  |  |  |
|---|--|--|--|--|--|
| <input type="checkbox"/> <b>Daily</b>   |  |  |  |  |  |
| <input type="checkbox"/> <b>Weekly</b> <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"/> <b>Monthly</b> <b>Week of month</b> <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> Last  |  |  |  |  |  |
| <b>Day of Week</b> <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"/> <b>Annual</b> <b>Month</b> <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 |  |  |  |  |  |
| <b>Week of month</b> <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> Last  |  |  |  |  |  |
| <b>Day of Week</b> <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 |  |                    |  |
|---------------------|--|--------------------|--|
| <b>Setup Start</b>  |  | <b>Event Start</b> |  |
| <b>Event End</b>    |  | <b>Cleanup End</b> |  |

| Facility Requested          |  |                                      |   |                                  |  |
|-----------------------------|--|--------------------------------------|---|----------------------------------|--|
| <b>Church</b>               | <input type="checkbox"/> Church  | <input type="checkbox"/> Church Lawn | <input type="checkbox"/> Choir Loft                                       | <input type="checkbox"/> Hall    | <input type="checkbox"/> Pavilion  |
| <b>Rectory</b>              | <input type="checkbox"/> Rectory Lawn  |                                      |   |                                  |  |
| <b>Parish Office Center</b> | <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                       |                                  |  |
| <b>Community Center</b>     | <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          |
| <b>School</b>               | <input type="checkbox"/> Faculty Lounge  |                                      | <input type="checkbox"/> Athletic Field                                   | <input type="checkbox"/> Quad    | <input type="checkbox"/> Back Lawn <input type="checkbox"/> Scrip Office |
|                             | <b>Classrooms:</b> <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 |  |              |  |
|---------------------|--|--------------|--|
| <b>Name</b>         |  |              |  |
| <b>Email</b>        |  | <b>Phone</b> |  |

| Office Use           |  |              |  |
|----------------------|--|--------------|--|
| <b>Approved by:</b>  |  | <b>Date:</b> |  |
| <b>Confirmed to:</b> |  | <b>Date</b>  |  |