



St. Faustina Catholic Church

9310 US Hwy 192, Clermont, FL 34714
mailing address: PO Box 135576, Clermont, FL 34713
863-438-6900 phone / 863-438-6902 fax

Room Reservation Request Form

Room reservations are filled on a first-come, first-served basis, based on availability and anticipated number of attendees with preference going to liturgies and parish ministries, followed by affiliated associations of the faithful. This form is only a request and does not guarantee a room until it is processed and confirmed. Please see reverse side for parish guidelines regarding room reservation and usage, thank you.

Please print legibly.

Date Submitted: _____ Type of Request: NEW CANCEL CHANGE _____

Ministry/Association: _____ Event: _____

Please indicate room preference:

First choice: _____

Second choice: _____

Thérèse

(left of sanctuary)

Sopoćko

(doubles as confessional)

Vilnius

(front/foyer)

Divine Mercy

(conference room)

Main Church*

*Main Church area is strictly reserved for very large gatherings.

Event Size: _____

**please be as accurate as possible when estimating the total number of people*

of chairs needed: _____ # of tables needed: _____

Day(s) Requested: _____ Event Start Time: _____

Scheduling will allow for 15 minutes of set-up and clean-up time surrounding any regularly scheduled gathering.

Date(s) Requested: _____ Event End Time: _____

Please complete the following for larger events:

Reminder: Two (2) hours maximum will be afforded for any regular meeting/gathering.

Setup Time Needed: _____

All reg. events must end no later than 9:30pm

Cleanup Time Needed: _____

Speaker Information: _____

Will food/beverage be served? yes no

Contact Name: _____

Address: _____

Contact Number _____ Email Address* _____

**please note: assigned St. Faustina email addresses will be used for questions/confirmation of ministry requests*

Recurring Event? Please fill in the fields below according to your schedule request

Recurring Weekly: Every Every Other Every 2nd Every 3rd Every 4th Every 5th week
on Sun Mon Tue Wed Thu Fri Sat

Recurring Monthly:

By day of the month: | 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

OR

on the 1st 2nd 3rd 4th 5th

Sun Mon Tue Wed Thu Fri Sat of the month.

Notes: _____