

# ST. MAXIMILIAN KOLBE CATHOLIC CHURCH

5801 Kanan Road, Westlake Village, CA 91362 • Phone 818-991-3915 • Fax 818-991-7152  
 Email [sruffing@stmaxchurch.org](mailto:sruffing@stmaxchurch.org) • Web [www.stmaxchurch.org](http://www.stmaxchurch.org)

## FACILITIES REQUEST FORM

Organization /Group/ Ministry Making Request		Date Request Submitted
Name of Event		Date of Event
Event Contact Person	Email (Required)	Cell Number
<b>SELECT ROOM(S)</b>		
<input type="checkbox"/> Church	<input type="checkbox"/> Hall Room A	<input type="checkbox"/> Room 3 (Preschool)
<input type="checkbox"/> Immaculata Chapel	<input type="checkbox"/> Hall Room B	<input type="checkbox"/> Room 4 (Preschool)
<input type="checkbox"/> Kitchen (Hall)	<input type="checkbox"/> Hall Room C	<input type="checkbox"/> Room 5 (Preschool)
<input type="checkbox"/> Youth Room	<input type="checkbox"/> Room 1 (Staff)	<input type="checkbox"/> Room 6 (Preschool)
	<input type="checkbox"/> Room 2 (Preschool)	<input type="checkbox"/> Room 7 (Teachers' Lounge)
<p style="text-align: center;"># of People Expected _____</p> <p><b>If a multiple day event:</b>                  Event Date(s) Begins _____ Event Date(s) Ends _____</p> <p style="text-align: center;"><b>Please list <u>all</u> dates below or on separate sheet</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p style="text-align: center;"><b><u>Please note that events on weekdays (M-F) must end by 8:30 pm.</u></b></p> <p>Set up time _____ Time Event Begins _____</p> <p>Clean up Time _____ Time Event Ends _____</p>		
<p><b>Set up ( # tables/#chairs/microphone etc. Please list on next page.):</b></p> <p>Are you requesting a room set up? YES _____ NO _____ If "yes", please complete the Room Set-Up Diagram on next page.</p> <p>Do you require janitorial help for clean up? YES _____ NO _____ If "no", please leave the room clean and empty all trash.</p>		
<p style="text-align: center;"><small>Office Use Only</small></p> <p>Approved by _____ Fee Paid _____</p> <p>Entered in Calendar _____</p>		<p><b>Please put additional comments and complete Room Set-up Diagram on reverse side.</b></p> <p><b>Press Submit button at top of page OR return to Church office.</b></p>

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HALL/ROOM SET-UP DIAGRAM

ROOM # \_\_\_\_\_

Additional Comments: \_\_\_\_\_

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