

CHAPEL OF SANTA CLARA

ROOM RESERVATION FORM * FORMA DE RESERVACIÓN DE SALÓN

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Today's Date: _____

Start Date: _____
Día de Inicio mm/dd/yy

End Date: _____
Día de Término mm/dd/yy

Start Time: _____
Hora Inicio

End Time: _____
Hora Término

Set up Time: _____
Preparación

Pick up Time: _____
Limpieza

Particular/Several Dates:

Fechas en particular

- | | |
|--------------------|---------------------|
| 1. ____/____/____. | 6. ____/____/____. |
| 2. ____/____/____. | 7. ____/____/____. |
| 3. ____/____/____. | 8. ____/____/____. |
| 4. ____/____/____. | 9. ____/____/____. |
| 5. ____/____/____. | 10. ____/____/____. |

Room desired:

Salón a Reservar (Please select one/Favor de seleccionar uno)

- Main Chapel Center (50) St. Joseph Classroom (30) Santa Maria 1 (30) Santa Maria 2 (30) Church (250)

Please note that the administration of our parish reserves the right to revoke any given reservation. No unsupervised children please. Please clean after yourselves.

Date(s):

Día(s)- Please mark date(s) and recurrence day/Favor de seleccionar los días que aplican

____ Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday ____ Saturday ____ Sunday

Recurrence:

Cuando sucederá el Evento (Please check one/por favor elija uno)

- Once a week twice a week once a month twice a month once a year
Una vez a la semana Dos Veces por Semana Una Vez al Mes Dos Veces al Mes Una Vez al Año

Ministry/group:

Ministerio/Grupo

Description of Activity:

Descripción de Actividad

Approximately people attending: _____
Personas aproximadamente que atenderán

Room Setting

Arreglo del salón

Tables/Mesas: _____

Chairs/Sillas: _____

We must not exceed the number of attendees that may put their safety at risk. No hay que exceder el número de asistentes para evitar poner su seguridad en riesgo.

Room may be already setup with both. Salón podría ya estar arreglado con ambos.

Petitioner's Information (must be an approved minister):

Información de la persona haciendo la reservación (tiene que ser alguien aprobado).

Name: _____ Phone: _____

Address: _____ Cell: _____

City: _____ State _____ Zip Code _____ Work: _____

After receiving confirmation of your reservation, it is the petitioner's responsibility to verify it on line

Office Use Only

Approved by: _____ Day of Approval: _____

Copy given to Petitioner? NO YES Register in proper Calendar? NO YES

Notes: _____

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General Notes

- Note: Santa Clara chapel has adjusted the working ours of our staff. From now on, ***each group is responsible of setting up and put away tables and chairs.***
- Santa Clara School, Catechism & Confirmation Programs, and Youth Ministry are priority when reserving a room. Every Year on the last Friday of May all must turn in their room reservation request. The office will always issue an official receipt of the accepted reservations; if there is conflict with any parish activity, the person in charge will notify you to discuss options.).
- You must reserve set up & cleaning times for any event without overlapping with other previous reservations.
- You must leave the room used clean and ready to be used by the next group (no left over please)
- After the deadline for “yearly reservations”, reservation is “first come, first serve”. This is why is very important to verify your reservation(s) right away.
- Every group is responsible of any damage or broken items in the room.
- Please pay attention regarding room capacity and instructions about eating and drinking in the rooms.
- No unsupervised children at all times (in our facilities).