



Facilities Booking Request Form

Your Name: _____

Email: _____ Phone: _____

Group name: _____ Your Role: _____

Desired facility (room, area, or virtual on Zoom): _____

Desired dates or days: _____

(ex: first Tuesday of the month)

Booking start time: _____ Booking end time: _____

(including set up and clean up)

Actual Event time: _____ Number of Attendees: _____

Start DATE: _____ End DATE: _____

Details or comments:

Please Note:

- Annual Bookings are reserved Aug. to Aug. and must be requested each year by June.
- Subsequent Booking Requests must be submitted 1 week in advance.
- All meetings and events, indoor rooms and outside, including parking lots and courtyards, must be booked in advance.
- Meetings and events must not conflict with Mass times. On Sundays facilities cannot be booked until after 12:30 pm and should end before 4:30 pm.

Save and email this form to Donna at dmohammadi@stsimon.org, or click on the Submit Form button below. We'll send you a confirmation email when booked. Thank you.