



# St. Alphonsus Campus Facility/Event Scheduling Request Form

**Event Name:** \_\_\_\_\_

√ Organization Name (Check one)	√ Facility Name (Check one)	
Alphonsus Academy and Center for the Arts	Any Available Room	
School Athletic Program		
School Board	Breakfast Room (1st Flr)	
Father's Club	Breakout Room (2 <sup>nd</sup> Flr Rectory)	
Family and School Association	Chapel of the Word	
Mother's Club	Chapel/Oratory	
Art & Soul	Church	
Adult Education	Common Rm/Festive Hall	
Art Committee	Common Room	
Babies & Toddlers Group	Conference Room (1st Flr)	
Children's Liturgy of the Word	Conference Room II	
Choir 10:30	Kitchen	
Choir 5pm	Lower Church	
Choir Spanish	Lower Church Group (Group)	Lower Church
Finance Council		Lower Sacristy
Fundraising Committee		Chapel of the Word
German Class	Lower Sacristy	
Golf Outing	Off-Campus 1	
Grupo Charismatica	Off-Campus 2	
Gym Rental	Office	
Liturgy	Parish Gym	
Market Day	Parking Lot	
Marriage Preparation	Rectory 2nd Floor (Group)	Common Room
Ministers of Care		Chapel/Oratory
Ministers of Communion		Breakout Room
Oktoberfest	Rectory Dinning Rm	
Outside Organizations (NAME: _____ )	Rectory Patio	
Pancake Breakfast	Rectory Volunteer Rm	
Parish Council	Round Table Room	
Peace & Justice	School Basement/Cafeteria	
Priest Advisor Board to the Respect Life	School Classroom	
RCIA	School Faculty Room	
RCIA-Fr. Aschenbrener	School Group (Group)	School Basement/Cafeteria
Religious Ed		School Classroom
ROFTERS		School Library
Sacramental Initiation		School Faculty Room
Scouts	School Library	
South Lakeview Neighbors		
St. Vincent DePaul	Teen Room (Athenaeum Bldg)	
Staff		
Young Adult Ministry		
Young at Heart		

Date/s: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Name of Person Submitting Request, along with contact phone number and email address (if not organization leader):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Please note on reverse side any exceptions to frequency, set up requirements, number of chairs, tables needed, etc.*

**Hard copy or fax (773.525.3238) this form in only.**

**Office Use Only:**

Date Received: \_\_\_/\_\_\_/\_\_\_

Date Entered: \_\_\_/\_\_\_/\_\_\_

