

St. Timothy Catholic Church

Facility Usage Form

Date requested: _____ Event Start Time: _____ Set up time: _____ Event End Time: _____

Event Name: _____

Group Name: _____

Group Contact: _____

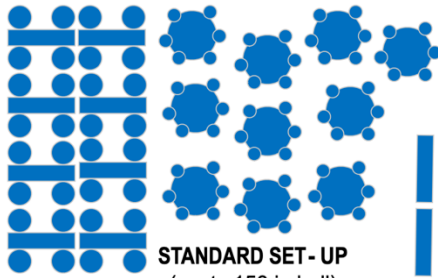
Contact Phone: _____

Contact Email: _____

Number of Participants: _____

Space Requested: Parish Center Hall – Standard ☐ Theater ☐ Classroom ☐ Banquet ☐ Boardroom ☐

Optional Set-Up:



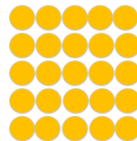
STANDARD SET - UP

(seats 158 in hall)

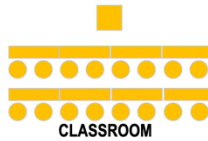
14 - 6' Rectangle tables (seats 4)

17 - 5' Round tables (seats 6)

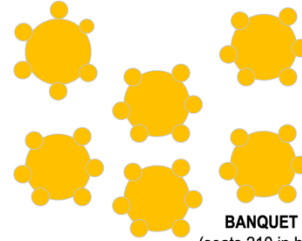
2 8' serving tables



THEATER
(seats 160 in hall)
SOUTH SIDE OF
HALL ONLY



CLASSROOM
(seats 48 in
hall)



BANQUET
(seats 210 in hall)
includes serving tables



BOARD ROOM

St. Barnabas

Boardroom (seats 16) ☐

Classroom (seats 16) ☐

Theater (seats 32) ☐

St. Gregory

Boardroom (seats 30) ☐

Classroom (seats 30) ☐

Theater (seats 48) ☐

St. Francis

Boardroom (seats 16) ☐

Classroom (seats 16) ☐

Theater (seats 32) ☐

Church - Main Sanctuary ☐
(seats 1340)

Day Chapel ☐
(seats 135)

Conference Room ☐
(seats 8)

Narthex ☐
(500 standing/300 seated)

Kitchen ☐

Youth Center - Underground ☐

Café ☐

Gym ☐

Equipment Needed:

Laptop ☐

Podium ☐

Sound System ☐

DVD ☐

Projector ☐

Microphone ☐

Liturgy (requires prior approval):

Priest/Deacon (Name & Diocese if not DOSP) _____

Altar Servers _____

EMHC(s) _____

Music (if available) _____

Sacristan _____

Sound System _____

Special Requests: _____
