

St. Charles Pastoral Center Function Order

Date of Request _____

All room booking is to be done through the office of the building manager 815 838 8100
Please use this form when requesting meeting rooms, retreat dates, chapel usage etc. Checking for availability prior to filling out this form is advisable. Upon receipt of this form it will either be accepted and entered on the booking calendar or rejected and returned with a note as to why. When requesting the chapel please give the exact times that you need the chapel. This will allow other groups to schedule their usage. Evening check in time for overnight groups will be no earlier than 5:30 P.M. on date of arrival. Room assignments will be adjusted according to actual size of group.

FUNCTION DATE (S) _____

NAME OF GROUP OR ORG. _____

CONTACT PERSON _____

ADDRESS & PHONE # _____

NUMBER IN GROUP _____

MEETING START & END TIME _____

ROOM (S) ASSIGNED _____

CHAPEL USAGE TIMES From _____ TO _____ Mass _____

PRAYER SERVICE _____

MEALS REQUIRED use letters (B) for breakfast, (L) for lunch and (D) dinner
Mon. _____ Tues. _____ Wed. _____ Thur. _____ Fri. _____ Sat. _____ Sun. _____

BREAK ITEMS REQUESTED _____

NAME/ADDRESS FOR BILLING _____

CHOOSE ONE OF THE ROOM SET UPS OR DRAW ROOM SET UP BELOW OR ON BACK
OF SHEET

Theater style (chairs only) Classroom style (tables & chairs) Conference style (tables in a rectangle)