

St. Matthew's Catholic Church
3314 Sandra Lane
Virginia Beach, VA 23464
757-420-6310 FAX 757-420-7734

Reservation Request Form

Reservations should be submitted at least 30 days prior to the date requested. Once the Parish Office has received your request, you may expect a reply either confirming or denying your request within 1-3 working days.

Today's Date: _____ Name of Event: _____

Name of Group Making Request: _____

Name of Person Making Request: _____

Approx. number of persons attending: _____

Phone Number: _____ Email address: _____

Reservation for : Assembly Hall

Bride's Room

Church

Parish Center Library

Parish Center Conf. Room

Youth Center

If an alternate location is possible, write a 2 next to the second choice.

Reservation for the school cafeteria are handled by Raelle and Tony Madrid at 366-0343.

Date(s):	Set up time	Event time	Clean-up/Finish
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_____	_____	_____	_____
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_____	_____	_____	_____
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Please attach your copy of your schedule if extra space is needed. Also, allow your group additional time for set-up and clean-up. It is your responsibility to clean up the areas after your function.

Date Received by Office: _____ By: _____

CONFIRMATION NOTICE: _____ has/have been reserved and posted on the parish calendar (website?) for the following date(s), location(s) and time(s):

DENIAL NOTICE: Your request has been denied for the following reason.

If you need to change or cancel your reservation, please call the office at 420-6310 as soon as possible. Thank you.