

Facility Reservation Request Form

To schedule use of any of the parish facilities, please complete this form and email to the rectory office at lpatton@stsimon.org. You may also contact the Rectory Office at 650-967-8311 or for questions email lpatton@stsimon.org.

| | |
|---|--|
| DATE | |
| Event | |
| Room Choice (List all rooms needed for event) | |
| Alternate Room | |
| Date Needed | |
| Time Needed | |
| Name of Requestor / Name of Event Chairperson | |
| Phone Number | |
| Email Address | |