



# St. Stephen Catholic Church

575 Tuskawilla Rd – Winter Springs, FL 32708

407-699-5683 – [www.st-stephen.com](http://www.st-stephen.com) – email to [info@st-stephen.com](mailto:info@st-stephen.com)

## Facility Reservation Form

Revised 3/15/24

Organization: \_\_\_\_\_

Event Title: \_\_\_\_\_ Show on Website Calendar: ☐ Yes

Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_ # Attending: \_\_\_\_\_ ☐ No

Recurring Dates: \_\_\_\_\_

Set up Date: \_\_\_\_\_ Time: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### ***ROOMS THAT HAVE A STANDARD SETUP - CHECK ALL THAT ARE NEEDED***

☐ ECI Kitchen

☐ ECI Meeting Room 104 (Rectangle tables holds 12 people)

☐ ECI Meeting Room 105 (Round tables holds 16 people)

☐ ECI Meeting Room 107 (Rectangle tables holds 12 people)

☐ Conference Center 113 (Rectangle tables holds 16 people)

☐ ECII Resource Room (Rectangle tables holds 10 people)

☐ Church Courtyard Table – Weekend Masses

☐ Chapel

☐ Church

☐ Church Courtyard

☐ Parking Lot Field

☐ ECII Classrooms

☐ ECII Gym

☐ Youth Room (For Internal Use Only)

### ***THE FOLLOWING ROOMS REQUIRE SETUP INSTRUCTIONS***

☐ ECI Main Social Hall

☐ Conference Center 111/112

Set up style: ☐ Theatre Seating ☐ # of chairs ☐ # of Aisles

Type of Tables: ☐ Rectangle ☐ Round

☐ # of Tables ☐ # of chairs per table

☐ TV ☐ Microphone ☐ HDMI Cable ☐ Podium

Other Special Instructions: \_\_\_\_\_

### **ONCE YOUR EVENT HAS BEEN APPROVED:**

- CONTACT COLLEEN AT [colleenaboud@gmail.com](mailto:colleenaboud@gmail.com) or (407-415-8439) - IF YOU ARE HAVING FOOD/DRINK FOR YOUR EVENT
- COMPLETE THE MEDIA REQUEST FORM TO ADVERTISE YOUR EVENT-FOUND ON THE WEBSITE UNDER RESOURCES/FORMS (FOLLOW INSTRUCTIONS ON THE FORM)
- CONTACT DAN AT [danj@st-stephen.com](mailto:danj@st-stephen.com) TO CONFIRM ROOM SETUP 1 WEEK BEFORE
- Approved: \_\_\_\_\_ Date: \_\_\_\_\_
- Entered in Fac Sched: \_\_\_\_\_ Emailed Staff/Colleen: \_\_\_\_\_ Contact Notified \_\_\_\_\_

