



St. Stephen Catholic Church

575 Tuskawilla Rd – Winter Springs, FL 32708

407-699-5683 – www.st-stephen.com – email to info@st-stephen.com

Facility Reservation Form

Revised 7/16/25

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)

Narthex Table – Weekend Masses

Chapel

Church

Church Courtyard

Parking Lot Field

ECII Classrooms

St. Catherine Hall

Youth Room (For Internal Use Only)

THE FOLLOWING ROOMS REQUIRE SETUP INSTRUCTIONS

ECI Main Social Hall

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 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 TO CONFIRM ROOM SETUP 1 WEEK BEFORE

Approved: _____ Date: _____

Entered in Fac Sched: _____ Emailed Staff/Colleen: _____ Contact Notified _____

