



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 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

- | | |
|---|---|
| <input type="checkbox"/> ECI Kitchen | <input type="checkbox"/> Chapel |
| <input type="checkbox"/> ECI Meeting Room 104 (Rectangle tables holds 12 people) | <input type="checkbox"/> Church |
| <input type="checkbox"/> ECI Meeting Room 105 (Round tables holds 16 people) | <input type="checkbox"/> Church Courtyard |
| <input type="checkbox"/> ECI Meeting Room 107 (Rectangle tables holds 12 people) | <input type="checkbox"/> Parking Lot Field |
| <input type="checkbox"/> Conference Center 113 (Rectangle tables holds 16 people) | <input type="checkbox"/> ECII Classrooms |
| <input type="checkbox"/> ECII Resource Room (Rectangle tables holds 10 people) | <input type="checkbox"/> St. Catherine Hall |
| <input type="checkbox"/> Church Courtyard Table – Weekend Masses | <input type="checkbox"/> Youth Room (For Internal Use Only) |

THE FOLLOWING ROOMS REQUIRE SETUP INSTRUCTIONS

- | | |
|--|---|
| <input type="checkbox"/> ECI Main Social Hall | <input type="checkbox"/> Conference Center 111/112 |
| Set up style: <input type="checkbox"/> Theatre Seating | <input type="checkbox"/> # of chairs <input type="checkbox"/> # of Aisles |
| Type of Tables: <input type="checkbox"/> Rectangle | <input type="checkbox"/> Round |
| <input type="checkbox"/> # of Tables | <input type="checkbox"/> # of chairs per table |
| <input type="checkbox"/> TV | <input type="checkbox"/> Microphone <input type="checkbox"/> HDMI Cable <input type="checkbox"/> 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 _____

