



Cathedral of Our Lady of Guadalupe

3900 Wisconsin St. Anchorage Ak 99517

907-248-2000 www.olgak.org

FACILITY/EQUIPMENT REQUEST FORM

To reserve a facility, you need to complete and submit this form at least two weeks prior to your event. You must submit a separate form for **each** event that you are requesting. ***No Guarantee – Pending Approval and Availability.*** Every May, the office will accept reservations through June 30th of the following year. Preference will be given based on priority list From Facility Usage policy.

MINISTRY/ORGANIZATION INFORMATION

NAME OF MINISTRY/ORGANIZATION		
TYPE OF FUNCTION (PRAYER MEETING, CHOIR PRACTICE, ETC.)		
NUMBER IN GROUP ATTENDING	WILL FOOD/SNACKS BE SERVED?	
COORDINATOR/LEADER	SIGNATURE	DATE
CELLPHONE	TELEPHONE (OTHER)	EMAIL:

FACILITY REQUEST

FACILITY (ROOM) BEING REQUESTED OPTION 1	FACILITY (ROOM) BEING REQUESTED OPTION 2	
DATE(S) REQUESTED	START TIME (INCLUDE SET-UP)	END TIME (INCLUDE CLEAN-UP)

Repeating events

Please describe how this event repeats, ie: every Monday, first Saturday of every month, etc

EQUIPMENT REQUEST

DATE(S) REQUESTED	EQUIPMENT BEING REQUESTED (TV, DVD PLAYER, MICROPHONE, ETC)
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ADDITIONAL COMMENTS

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(Office use only)

STAFF RECEIVING:	DATE SUBMITTED:	APPROVED BY:	DATE APPROVED:
LEADER/COORDINATOR NOTIFIED?	YES NO	DO THEY NEED TO PAY A CLEANING FEE OF \$200?	YES NO