

# Good Shepherd Parish

8200 Gold Coast Drive, San Diego, CA 92126 (858) 271-0207

## FACILITY REQUEST FORM

Name of Organization \_\_\_\_\_ Today's Date \_\_\_\_\_

Contact Person \_\_\_\_\_ email: \_\_\_\_\_

Contact Phone(s): \_\_\_\_\_

Date Requested \_\_\_\_\_ Facility Requested \_\_\_\_\_

(see back of this form)

Type of Event \_\_\_\_\_ Time of Event \_\_\_\_\_ to \_\_\_\_\_

(Please Be Specific)

Need Decoration Time? Yes \_\_\_\_\_ No \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

(Include time before event and clean-up time after event in your request)

Comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*I have read and understood the Parish Hall Policy. I will be responsible for any or all financial damages. I understand that any or all organizations I belong too may be affected by the results of any loss of privileges. I understand that my group or organization using the Parish Facility is responsible for set-up, breakdown and clean-up afterwards.*

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

### **Acknowledgement of Scheduling of Parish Facility**

\*\*\*\*\*For Office Use Only\*\*\*\*\*

Approved by: \_\_\_\_\_ (Hall Manager) Date: \_\_\_\_\_

Scheduled by: \_\_\_\_\_ Remarks: \_\_\_\_\_

## **Available Facility Spaces:**

1. Church
2. Mother's Chapel
3. Church Garden
4. Church Plaza Entry Areas
5. Church Vestibule/Narthex
6. Outside Church
7. Parking Lot
8. Parish Hall Only
9. Parish Hall Conference Room
10. Pastor's Conference Room
11. Interview Room/Parish Office
12. Kitchen
13. Hall - Patio (Outside Kitchen)
14. Hall - Side Room/Dining Room
15. Gymnasium
16. Room 4 – St. Bernard of Clairvaux
17. Room 5 – St. Catherine of Siena
18. Room 6 – St. Therese of Lisieux
19. Room 7 – St Francis de Sales
20. Room 8 – St. Augustine of Hippo
21. Room A – St. Teresa of Avila
22. Room B – St. John of the Cross

When main room of the parish hall is occupied, the side rooms of the parish hall may be affected by noise and vice versa, so uses for these areas at the same times are reviewed on a case by case basis for approvals.

**All activities / meetings must end prior to 10:00 PM**  
All individuals must vacate the property before 10:30 PM

## **NOTE !!!**

*Please bring the confirmation letter when picking up keys and also to your meeting in case verification is needed.*

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**Some or All facility meeting spaces  
may not be available on:  
Church HOLY DAYS or Secular HOLIDAYS  
or when DIOCESAN, PARISH or SCHOOL EVENTS  
are scheduled.**