St Clement’s Facility Reservation

## Complete to reserve space for your next event. Email to [secretary@scpny.org](mailto:secretary@scpny.org) or deliver to the parish center. Your reservation will be posted on our Parish Online Calendar at [stclementschurch.com/calendar](http://www.stclementschurch.com/calendar). We will confirm your reservation by email.

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| --- | --- |
| Name of Event: | |
| Date(s): | End date: |
| Time(s): | MultiMedia? Y / N |
| Set up/ Break down time? | Attendance (approximate): |
| Room(s) Requested: |  |

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| Information to post. |
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| --- | --- |
| Contact Information. | |
| Contact Person: |  |
| Contact Phone: |  |
| Contact Email: |  |
| Contact information confidential? Y / N – please post. | |

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| --- | --- | --- | --- |
| For office use: | Date Received: | | Date Posted: |
| Posted by: | |  | |
| Sent confirmation email/web link: | | | |
| Modified or corrected? N / Y - explain: | | | |
| Notes: | | | |