St Clement’s Facility Reservation

## Complete to reserve space for your next event. Email to 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: |