



**St. Maria Goretti Church**  
 2980 Senter Rd. San Jose, CA 95111  
 • Tel (408) 363-2300 • Fax (408) 363-2305

## ROOM REQUEST FORM

Today's Date \_\_\_\_\_

Group Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone Number Home: (    ) \_\_\_\_\_ Cell: (    ) \_\_\_\_\_  
 Work: (    ) \_\_\_\_\_ Pager: (    ) \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ CA / Zip \_\_\_\_\_

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Action:                     New Request                     Change/Add

Event: \_\_\_\_\_

Approx. # of people attending: \_\_\_\_\_ Day of the Week: \_\_\_\_\_

Time of Meeting: \_\_\_\_\_ AM / PM (Circle one) To: \_\_\_\_\_ AM / PM

Date(s) Requested: \_\_\_\_\_

Rooms(s) Requested: \_\_\_\_\_

Location:                     St. Maria Goretti                     Chapel of Vietnamese Martyrs

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### Office Only

Response:                     Events Scheduled as Requested                     Tentative  
     Unable to Schedule                     See Comments

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Date Completed: \_\_\_\_\_  
 Approved by: \_\_\_\_\_