

Holy Family Parish Facility Use Request Form

4848 Pearl Avenue, San Jose, CA 95136

Ph. (408) 265-4040, Fax: (408) 978-9979

E-mail: ahashimoto@dsj.org

Organization's Contact Information:

Please fill out completely, this helps us keep your organization's contact information up to date for mailings and office contact.

Date Submitted: _____ Contact Person(s): _____

Address: _____ City: _____ Zip: _____

Phones: home: _____ work: _____ cell: _____

E-mail Address: _____

Name of Group or Organization:

Event Name:

DATE(S) YOU ARE REQUESTING: (MM/DD/YY)

FACILITY REQUESTED: (Please circle all you would like to request)

Church: Main Church, Chapel, Musician Space

Office: Hope CR, Charity CR, Living Room, Staff Conference Room,

Community Center: Main Community Center, Kitchen, South Hall

Youth Hall: Main Youth Hall, Youth Lounge

SCHEDULED TIME OF EVENT:

Start Time: _____ End Time: _____

*please include any setup or take down time you may need

NUMBER OF PEOPLE ATTENDING:

Request Approved: _____ **Date:** _____

Please submit requests to the Parish Office **ASAP**. The facilities are assigned on first come, first served basis. Parish catechetical, liturgical events and parish sponsored programs have priority over any other activity.