

Holy Family Parish
4848 Pearl Avenue, San Jose, CA 95136
Ph. (408) 265-4040, Fax: (408) 978-9979

Facility Use Policy

(for Holy Family sponsored groups and organizations)

- To reserve a conference room or a meeting space you must complete the Holy Family Parish Facility Use Request Form.
- Submit the completed Facility Use Request Form to Anne Hashimoto, ahashimoto@dsj.org.
- When your request is approved and placed on the master calendar, Anne will confirm with the group or organization contact and give you a copy of the Clean-up/Lock-up Check List.
- All groups are expected to leave the conference room or meeting space in a clean and orderly manner.
- Groups using the Community Center Kitchen for a fundraising event will be asked to donate 5% of the net profit to the Kitchen Renovation Fund. Please direct all questions about the 5% fee to Rachel Garcia, rgarcia@dsj.org.

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.