

# St. Timothy Catholic Church Facility Usage Form

Date requested: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Set up time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

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

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

Group Contact: \_\_\_\_\_

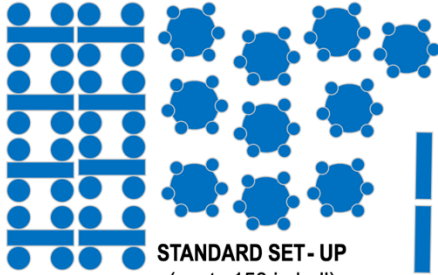
Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Number of Participants: \_\_\_\_\_

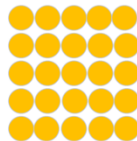
Space Requested: Parish Center Hall – Standard  Theater  Classroom  Banquet  Boardroom

### Optional Set-Up:

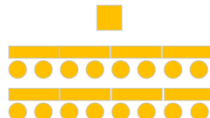


**STANDARD SET-UP**  
(seats 158 in hall)

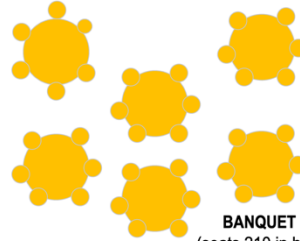
14 - 6' Rectangle tables (seats 4)  
17 - 5' Round tables (seats 6)  
2 8' serving tables



**THEATER**  
(seats 160 in hall)  
SOUTH SIDE OF  
HALL ONLY



**CLASSROOM**  
(seats 48 in  
hall)



**BANQUET**  
(seats 210 in hall)  
includes serving tables



**BOARD ROOM**

### St. Barnabas

Boardroom (seats 16)

Classroom (seats 16)

Theater (seats 32)

### St. Gregory

Boardroom (seats 30)

Classroom (seats 30)

Theater (seats 48)

### St. Francis

Boardroom (seats 16)

Classroom (seats 16)

Theater (seats 32)

Church - Main Sanctuary   
(seats 1340)

Day Chapel   
(seats 135)

Conference Room   
(seats 8)

Narthex   
(500 standing/300 seated)

Kitchen

Youth Center - Underground

Café

Gym

### Equipment Needed:

Laptop

Podium

Sound System

DVD

Projector

Microphone

### Liturgy (requires prior approval):

Priest/Deacon (Name & Diocese if not DOSP) \_\_\_\_\_

Altar Servers \_\_\_\_\_

EMHC(s) \_\_\_\_\_

Music (if available) \_\_\_\_\_

Sacristan \_\_\_\_\_

Sound System \_\_\_\_\_

Special Requests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_