

Ministry/Group Name:

Indicate top 3 room choices here:

Name of Event: _____

Date of meeting or event _____

Actual Start time _____ End _____

Set up time:

Clean up time needed:

Contact: _____

Phone: _____

E-Mail: _____

If dates are recurring:

Weekly Monthly

Describe recurrence (ex: 1st Tuesday of every month):

Today's Date: _____

Number Attending: _____

Number of Minors under 21 attending: _____

Will alcohol be consumed by adults:

Will food be served:

Description of event or meeting (Please be complete, this will appear on our website calendar.):

1st 2nd 3rd Parish Office Center

Loughry Room

Emmaus Room

St. Joseph Room

Parish Library

Cana Room

Office Kitchen

Koenig Center

Koenig Center Only

Kitchen Only

Koenig Center & Kitchen

Projector Media Cart

Church

Church Only

Narthex A

Narthex B

200 Building

Lower Level

1st 2nd 3rd Formation Center

R Room B
(closest to Milwaukee Ave.)

Room C (middle room)

Room D (closest to rear lot)

Teen Center

"Souled Out" space

Meeting Space

School Building

Classrooms

Gym

Gym Foyer

Library



**Facility Request Form
St. Joseph Catholic Church**

121 E. Maple
Libertyville, IL 60048

Phone 847-362-2073

Fax 847-362-6821

All information provided will be appear on our website.