

# PARISH OF THE DIVINE SAVIOUR

## ROOM RESERVATION FORM \* FORMA DE RESERVACIÓN DE SALÓN

610 CYPRESS AVE., LOS ANGELES, CA 90065 - (323) 225-9181 – FAX (323) 225-1099

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

**Start Date:** \_\_\_\_\_  
Día de Inicio mm/dd/yy

**End Date:** \_\_\_\_\_  
Día de Término mm/dd/yy

**Start Time:** \_\_\_\_\_  
Hora Inicio

**End Time:** \_\_\_\_\_  
Hora Término

**Set up Time:** \_\_\_\_\_  
Preparacion

**Clean Time:** \_\_\_\_\_  
Limpieza

### Particular/Several Dates:

Fechas en particular

- |                    |                     |
|--------------------|---------------------|
| 1. ____/____/____. | 6. ____/____/____.  |
| 2. ____/____/____. | 7. ____/____/____.  |
| 3. ____/____/____. | 8. ____/____/____.  |
| 4. ____/____/____. | 9. ____/____/____.  |
| 5. ____/____/____. | 10. ____/____/____. |

### Room desired:

Salón a Reservar- Please select one/Favor de seleccionar uno

- School 4 (30)    School 5 (30)    Wisdom (30)    Auditorium (200)    Aud. Kitchen    Church (750)  
 CV Faith (30)    CV Hope (30)    CV Charity (30)    CV Chapel (30)    CV Dinning (20)    CV Kitchen

*Please note that the administration of our parish reserves the right to revoke any given reservation (\* 30 people, \*\*200 people, +20 people)*

### Date(s):

Día(s)- Please mark date(s) and recurrence day/Favor de seleccionar los días que aplican

\_\_\_\_Monday   \_\_\_\_Tuesday   \_\_\_\_Wednesday   \_\_\_\_Thursday   \_\_\_\_Friday   \_\_\_\_Saturday   \_\_\_\_Sunday

### Recurrence:

Cuando sucederá el Evento (Please check one/por favor elija uno)

- Once a week    twice a week    once a month    twice a month    once a year  
Una vez a la semana   Dos Veces por Semana   Una Vez al Mes   Dos Veces al Mes   Una Vez al Año

### Ministry/group:

Ministerio/Grupo

\_\_\_\_\_

### Description of Activity:

Descripción de Actividad

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approximately people attending: \_\_\_\_\_  
Personas aproximadamente que atenderán

### Room Setting

Arreglo del salón

Tables/Mesas: \_\_\_\_\_

Chairs/Sillas: \_\_\_\_\_

*We must not exceed the number of attendees that may put their safety at risk.*

*No hay que exceder el número de asistentes para evitar poner su seguridad en riesgo.*

*Room may be already setup with both. Salón podría ya estar arreglado con ambos.*

### Petitioner's Information:

Información de la persona haciendo la reservación

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

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

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

Cell: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Work: \_\_\_\_\_

**After receiving confirmation of your reservation, it is the petitioner's responsibility to verify it on line (Click here)**

### Office Use Only

Approved by: \_\_\_\_\_

Day of Approval: \_\_\_\_\_

Copy given to Petitioner?   NO   YES

Register in proper Calendar?   NO   YES

Notes: \_\_\_\_\_

# PARISH OF THE DIVINE SAVIOUR

## General Notes

- Note: DS parish has adjusted the working ours of our staff. From now on, ***each group is responsible of setting up and put away tables and chairs.***
- Divine Saviour School, Religious Education, and Youth Ministry are priority when reserving a room. Every Year on the last Friday of May, the school, RE, and YM must turn in their room reservation request. The office must always issue an official receipt of the accepted reservations; if there is conflict with any parish activity, the person in charge will notify you. It is your responsibility to verify that your reservation has been made by visiting our website: <http://dsaviour.weebly.com/ministers-links.html> (password: miguelito).
- You must reserve set up & cleaning times for any event without overlapping with other previous reservations.
- You must leave the room used clean and ready to be used by the next group (no left over please)
- After the deadline for “yearly reservations”, reservation is “first come, first serve”. This is why is very important to verify your reservation(s) right away.
- Every group is responsible of any damage or broken items in the room.
- Please pay attention regarding room capacity and instructions about eating and drinking in the rooms.