

Divine Saviour Church, School, and Holy Family Convent

CHURCH & CONVENT ROOMS AVAILABLE

Please note that each facility/room has its on calendar

Facility/Room	Description	Capacity	Notes
Church/Liturgy Church	This calendar is for all liturgies or events in the church's building.	750 people	<i>Only authorized personnel may make reservations.</i>
CV Chapel Convent	This room is only used as chapel and on special occasion as conference room.	25 people	<i>This room in on the 1st floor of the building (1F).</i>
CV Conf. RM Convent	This room is available for special meetings and gatherings. Food and drinks allowed.	20 people	<i>This room in on the 1st floor of the building (1F) across from chapel.</i>
CV Kitchen Convent	Kitchen at Convent. Only Available for special events.	30 people	<i>This room in on the 1st floor of the building (1F).</i>
CV Faith RM Convent	Meeting/Conference room. No food or drinks allowed.	30 people	<i>First left room going upstairs on the second floor (2F). AC Available.</i>
CV Hope RM Convent	Meeting/Conference room. No food or drinks allowed.	30 people	<i>Second room, right side, on the second floor (2F). AC Available.</i>
CV Charity RM Convent	Meeting/Conference room. No food or drinks allowed.	30 people	<i>Third room passing restrooms, left side, on the second floor (2F).</i>
CV Guest RM Convent	Room available for guest. One Queen size bed, two sleeping mats, and full bathroom.	1-6 people	<i>Only authorized personnel may make reservations. AC available.</i>
Wisdom Room DS School	DS School Bungalow Room available	30 people	<i>Inside schoolroom, please avoid using it.</i>
Kindergarten DS School	DS School classroom. ** School use only **	25-30 children	<i>Inside schoolroom, please avoid using it.</i>
Classroom 1 DS School	DS School classroom. ** School use only **	30 people	<i>Inside schoolroom, please avoid using it.</i>
Classroom 2 DS School	DS School classroom. ** School use only **	30 people	<i>Inside schoolroom, please avoid using it.</i>
Classroom 3 DS School	DS School classroom. ** School use only **	30 people	<i>Outside room, room available for any activity. AC Available.</i>
Classroom 4 DS School	DS School classroom. Room available	30 people	<i>Outside room, room available for any activity. AC Available.</i>
Classroom 5 DS School	DS School classroom. Room available	30 people	<i>Outside room, room available for any activity. AC Available.</i>
Classroom 6 DS School	DS School classroom. ** School use only **	30 people	<i>Outside room, room available for any activity. AC Available.</i>
Classroom 7 DS School	DS School classroom. ** This year used as storage **	40 people	<i>Outside room. There tables, chairs, and projector screen. Fans & AC</i>
Classroom 8 DS School	DS School classroom. ** School use only **	30 people	<i>Outside room, room available for any activity. AC Available.</i>
Auditorium DS School	School/Parish Hall. Available for large gatherings. Food and drinks allowed.	200 people	<i>Hall AC available. Stage area is off limits. Restrooms.</i>
Aud. Kitchen DS School	Kitchen at School/Parish Hall. Available for special events Only.	10 people	<i>Mostly used for school & parish events only.</i>

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CHURCH & CONVENT ROOMS NOTES

Guidelines and requirements about the usage of our facilities

Room priorities

1. DS School
2. Rel. ED Program
3. Church Ministries
4. Other groups

Evening reservation/activity hours

Reservations on weekdays start at 6:00 p.m. and must conclude by 8:45 p.m. everyone must be already out by 9:00 p.m. Weekends is usually reserved exclusively for DS school and Religious Education.

To Reserve a Room/Facility

In order to reserve a room, the parish member must an authorized/leader of our ministries. The application, "Room Reservation Form", must be submitted to our front office and it is subject to approval (24-48 hours). The applicant must take and keep copy of the "approved" application.

Room set-up and cleaning

Each ministry must specify how many tables and chairs are needed when making room reservations. Each ministry using the room is responsible for setting up and cleaning after using the room. Our staff will provide what you need for this task.

Room Cancelation or Event Cancelation

The lead minister who applied for a room must cancel the reservation if it will not be used. Failing to do this, it may end canceling/voiding the entire reservation. This must be done by phone, email or letter; please asked for a written receipt of your cancelation.

Furniture

No desks, chairs, boards, etc. are allowed to me remove from each room. Please do not bring chairs or furniture to the meeting rooms.

Unsupervised children

No unsupervised children allowed at all times. If a ministry is having an event or gathering it is their responsibility to reserve a room when childcare is being offered. If childcare is not available by the parish, the group or ministry must apply for permission to supervised their own.

Food and drinks

No food or drinks are allowed at all times. Only authorized rooms are allowed and each group is responsible for cleaning afterwards.

Room use

Please be aware that no one has authorization of using any room unless approved by office or facility manager. Even when a room is unlocked or with doors open it does not mean that is available. Please avoid last minutes room reservation requests. We reserve the right to cancel or modify reservations.