



# St. Juan Diego Catholic Parish Facility Request 2026-2027

For Office Use Only	
Date Received:	_____
Date of Approval:	_____
Denied/Conflicts, etc:	<input type="checkbox"/>
Auto Door Set:	<input type="checkbox"/>
Key/Fob:	<input type="checkbox"/>

Name of Program/Ministry:	_____
Title of Ministry/Event:	_____
Submitted By (Name):	_____

**Preference: Meeting Space: Check all that apply**

- Church    Room 1    Room 2    Room 3

**Preferred Dates:**

1 <sup>st</sup> Choice	_____
2 <sup>nd</sup> Choice	_____

**Is this a recurring meeting or event**  
 Yes    No

**If YES, indicate frequency and/or attach program calendar:**

-- Check if weekly.   Sun   Mon   Tue   Wed   Thu   Fri   Sat  
 Which days? --                    

-- Check if Monthly.   1<sup>st</sup>   2<sup>nd</sup>   3<sup>rd</sup>   4<sup>th</sup>   5<sup>th</sup>  
 Which weeks? --              

*Calendar year for facility reservations is July 1, 2026 - June 30, 2027  
 Facilities will be closed in recognition of Holidays and most School Breaks.*

Program Start Time:	_____	Program End Time:	_____
Set-Up Time Begins:	_____	Clean-up Time Ends:	_____
Anticipated Attendance:	_____	Staff Facilitator:	_____
		Volunteer Facilitator:	_____

Special Requests:

- Audio/Visual  
 Linens  
 Paper products  
 Kitchen use  
 Other: \_\_\_\_\_

Special Requests may require further conversation. List anything else we need to know here:

Name of Contact Person(s) Staff / Volunteer Leads	E-mail Address	Contact Phone Number(s)

Please complete form and return to our Administrative Assistant, Jeny Velazquez, [jvelazquez@stjuandiego.org](mailto:jvelazquez@stjuandiego.org)  
 Once reviewed, Jeny Velazquez will confirm reservation requests via email.  
 All reservations agree to follow cleanup and lockup procedures. Failure to comply may affect reservations.  
*Reservations are subject to change at any time by the St. Juan Diego office and staff.*

## Cleanup & Lockup Procedures

### Classrooms/Gathering Space:

Each room has a layout posted of what the room should return to after your ministry/event.

- Put furniture back in position – see layout map
- Take out garbage if there is food in it - extra bags in bottom of bin or kitchen in the cabinet by the door – garbage should be emptied into dumpster south of the building – key is located on a lanyard hung behind the door
- Clean dry erase board if used
- Vacuum if needed – vacuum is located in room 1
- Wipe down tables if food was served – use all purpose cleaner located under kitchen sink, use microfiber towels located in top drawer to left of the sink. Put soiled towels in laundry basket
- Make sure windows are closed and locked
- Make sure doors are locked (main entrance and south doors) – hex key to lock doors is located in office box on counter in narthex
- use of SJD tablecloths requires permission ahead of time. Linens but be taken home to launder and returned within 48 hours

### Kitchen:

- Wipe down counters if needed - use all purpose cleaner located under kitchen sink, use microfiber towels located in top drawer to left of the sink. Put soiled towels in laundry basket
- Do not leave leftover food in fridge/kitchen - Take it with you or discard
- Make sure windows are closed and locked

### Bathrooms:

- Please do a walkthrough of bathrooms before leaving and report any issues to [office@stjuandiego.org](mailto:office@stjuandiego.org)

### Church:

- Make sure pews are clean of any materials brought in or distributed
- Make sure any materials brought in or things moved around are cleaned up and put back
- Make sure windows are closed and locked
- Make sure lights are off
- Make sure doors are locked (main entrance and doors behind church) – hex key to lock doors is located in office box on counter in narthex
- NO FOOD OR DRINK IN THE CHURCH.

### Special Requests:

Approval of reservation request will include whether paper products will be supplied by parish or if you will provide your own

Approval of use of linens will require additional cleaning – laundering of linens

A/V availability is limited and must be discussed before reservation request approval