



St. Juan Diego Catholic Parish Facility Request 2024-2025

For Office Use Only

Date Received: _____
Date of Approval: _____
Denied/Conflicts, etc: ☐
Auto Door Set: ☐
Key/Fob: ☐

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

Preference: Meeting Space: Check all that apply

☐ Church ☐ Room1 ☐ Room 2 ☐ Room 3

Preferred Dates:

1 st Choice	
2 nd 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. 1st 2nd 3rd 4th 5th
Which weeks? -- ☐ ☐ ☐ ☐ ☐

*Calendar year for facility reservations is July 1, 2024 - June 30, 2025
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:

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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

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 409 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 409 located under kitchen sink, use microfiber towels located in top drawer to left of the sink. Put soiled towels in laundry basket
- ☐ Start dishwasher if needed – detergent pods located below sink – use dishwasher magnet to indicate if dishes are clean or dirty
- ☐ 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

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. The music office cubicle is off limits.

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