

St. Matthew Catholic Church
3314 Sandra Lane
Virginia Beach, VA 23464
757-420-6310

Facility Reservation Form

Date: _____

Event Name: _____

Event Date: _____

Event Time: _____

(more space on back)

Staff Member or Group Coordinator: _____

Phone #: _____

I am requesting the usage of the:

_____ ASSEMBLY HALL

_____ NURSERY

_____ PARISH OFFICE LIBRARY

_____ PARISH OFFICE MEETING ROOM

Date Submitted: _____ Placed on Calendar: _____

Approved by: _____

Event Date: _____ Event Time: _____ Space: _____

Event Date: _____ Event Time: _____ Space: _____

Event Date: _____ Event Time: _____ Space: _____

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