



St. Vincent de Paul Regional Seminary

Guest Event Request Form

Thank you for your interest in our facilities. Please complete the information below and return it to the seminary, attention Daniella Coy. All requests will be presented to the Administration Council which meets monthly during the academic year. The Council does not meet over breaks (Summer or Winter), so submittals received during that time will be reviewed during the first meetings upon our return. Please understand that the priority is to our mission of the education and formation of seminarians. Our limited resources must first be utilized for the students before committing them to other endeavors. Guest visits are limited to Wednesdays while school is in session.

Submitted By: _____ **Phone # :** _____

Institution/Group: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Contact Person: _____ **Phone # :** _____

Email: _____ **Cell # :** _____

Event Date: _____ **1st. Choice** _____ **Phone # :** _____

List alternate date(s) **2nd. Choice** _____ **Cell # :** _____

Please, only one event **3rd. Choice** _____ **Fax # :** _____
per form.

Number of Participants: _____

Cross out selections (X)

Facilities Needed:

- Class Room(s)
- Auditorium
- Refectory
- St. Vincent's Chapel
- St. Mary's Chapel
-
-

Support Needed:

- Tour Guide
- Retreat Director/Speaker *
- Mass/Celebrant *

Comments: _____

Seminary Approval: _____ Date: _____

Seminary Fax (561)-737-2205 Guest Event Request Form PR1 Rev. 3 (2/09)