

Please Print

Saint Elizabeth's Facilities Request Form

Date: _____

Name: _____ Phone: _____

Group: _____ Email: _____ Cell: _____

Please remember to fill out the setup form which is attached to this form.

Facilities available for scheduling

Church

Gallery

Elizabeth Rm

St. Francis Rm

Cafeteria

Gym

John Pau II (Old Youth Rm)

Amadeus Rm

L3(3 round tables)

L4 (6 round tables)

L5 (large rm with dvd)

Office Use Only

Specific Date(s)	Start-Finish Time We allow for set-up.	Facility	Title of Event	Available	Unavailable

***If for any reason you do not want an event, meeting, etc. listed in the "Around the Parish" in the bulletin, please mark NIB next to that request.

Comments: _____

Date Confirmation E-Mailed: _____ Completed by: _____

Please be reminded that you are responsible for your cleaning-up. All trash must be taken to the dumpster which is located in the parking lot near the soccer field. Anything including food, paper goods, etc. that you bring with you must be taken home or it will be put in the trash. Thanks so much for your cooperation.