



ST. LAWRENCE MARTYR
CATHOLIC CHURCH

ST. LAWRENCE MARTYR LINEN REQUEST FORM

Please return completed form to: Yvonne.Fisher@stlm.org

Today's Date

Requestor

Requestor Email

Requestor Phone

Event Date

Event Title

Pick Up Date / Time

Linen Cleaning Fee

		Qty Available	Qty Needed
8' Fitted Rectangle:	Black White Red (Check 1)	4	
6' Fitted Rectangle Black		7	
6' Fitted Rectangle White		6	
6' Fitted Rectangle Red		6	
108" Round White		29	
108" Round Red		18	
120" Round Black			
120" Round Ivory			
90" Round Ivory			
Round Green Print		16	
White Rectangle/Oval (Fits 6' Rectangle)		13	
Oval Black			
Rectangle Black			
Rectangle Ivory			
Square Black			
White Linen Napkins		74	
Black Linen Napkins		52	
Ivory Linen Napkins		15	

At the end of your event, put all used linens in the provided CLEAR plastic bags and take them to the Hall Kitchen. Place the bag(s) on the bottom shelf under the microwave.

Requestor acknowledges that he/she is responsible for the cost of replacing any missing or damaged linen.

For any after-hours emergency, please call the Parish Office at 310.540.0329 and choose Option 1.