

3.3 - Facility Request and Set Up Form

Please submit to Karen Boehm at the Parish Office at least 2 weeks in advance.

Contact Information

Name: _____ Ministry or Organization: _____

Phone Number: _____ Email: _____

Event Information

Name of Event: _____

Facility/Room Requested: _____

Date of Event: _____ Day of the week: Su M T W Th F Sa

Start Time: _____ End Time: _____

Set Up Time: _____ AM / PM Time You Will Vacate Room: _____

Set Up Information

Please Specify The Equipment Needed for Event:

Number of Tables: Circular: _____ (Up to 8 round tables available) Rectangular: _____ Number of Chairs: _____

**** If tables/chairs require a specific configuration or location, please submit layout with form. **** Please do NOT Staple

Bleachers: _____ Risers: _____ Floor Mats: _____ Gym Divider: _____ Podium: _____

Video Monitor: _____ Laptop Hookup: _____ Smart Board: _____ Microphone: _____ Portable Speaker: _____

Scoreboard: _____ Scorer Table: _____ Timer: _____ Basketball Hoops: _____ Volleyball Nets: _____

Volleyball Referee Stand: _____

We Will* _____ Will Not _____ Be Using the Kitchen ****If yes, please fill out Kitchen Agreement Form 3.5***

If you need any training or how-to instructions on the above requested equipment, please indicate here which items you need to be trained on: _____

Other Requests: _____

Please circle which doors you need to have open for your event

	North	South	Main	CYO/Kdg	Kitchen	Library/Staff	Preschool
Time Open							
Time Close							