Use of Parish Rooms Form

Name of group _____

Name of contact person _____

Phone # _____ Best time to be reached _____

Area/Room requested _____

Date(s) requesting _____ Alternate dates _____

Time _____ approximate # of people _____

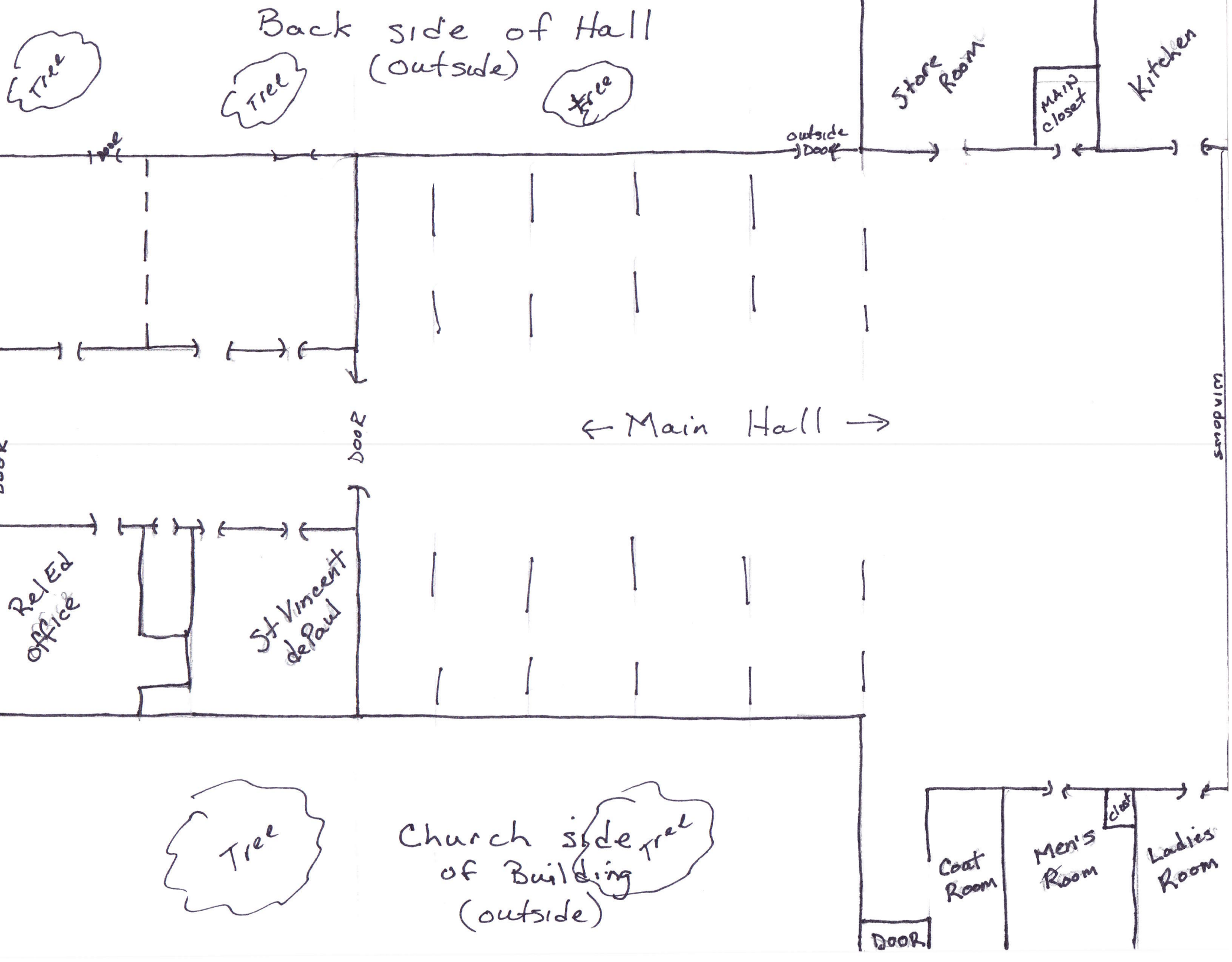
Reason for request _____

_____

Will maintenance be needed for set-up? ___no ___yes. If yes, is diagram attached ___yes ___no

*CLEAN-UP: Date:_____ Time:_____ (*must be filled in)

- - - -


Back side of Hall
(outside)
Tree
Tree
Tree
Store Room
MAID closet
Kitchen
outside Door
Door
Windows
← Main Hall →
Door
Rel Ed office
St Vincent de Paul
Tree
Church side of Building
(outside)
Tree
Coat Room
Men's Room
clset
Ladies Room
DOOR