

REQUEST FOR USE OF PARISH FACILITIES

Please forward this request to the Parish Office.

Facilities are scheduled on a first-come, first-served basis.

Please schedule early - a minimum of two weeks' advance notice preferred.

Today's Date: _____ Requested by: _____

Name of Event: _____

Date(s) of Event: _____

Name of Sponsoring Committee: _____

Requested location of event: _____ Parish Hall _____ Church _____ Chapel
_____ Lg. Conference Rm. _____ Sm. Conference Rm.

Time (Duration of Event): From: _____ To: _____

Name of Contact Person: _____

Phone/Email of Contact Person: Home: _____
Work: _____
Email: _____

Date/Time for Set-up: _____

Date/Time Out after Clean-Up: _____

Set-up to be completed by whom: _____

Clean-up to be completed by whom: _____

Equipment Needs: _____ Television _____ VCR _____ DVD Player
_____ Laptop Computer** _____ LCD Projector**
_____ Projection Screen** _____ Microphone** _____ Podium
_____ Other (Please specify): _____

****Use of this equipment requires instruction by a member of the parish staff prior to the date of your event**

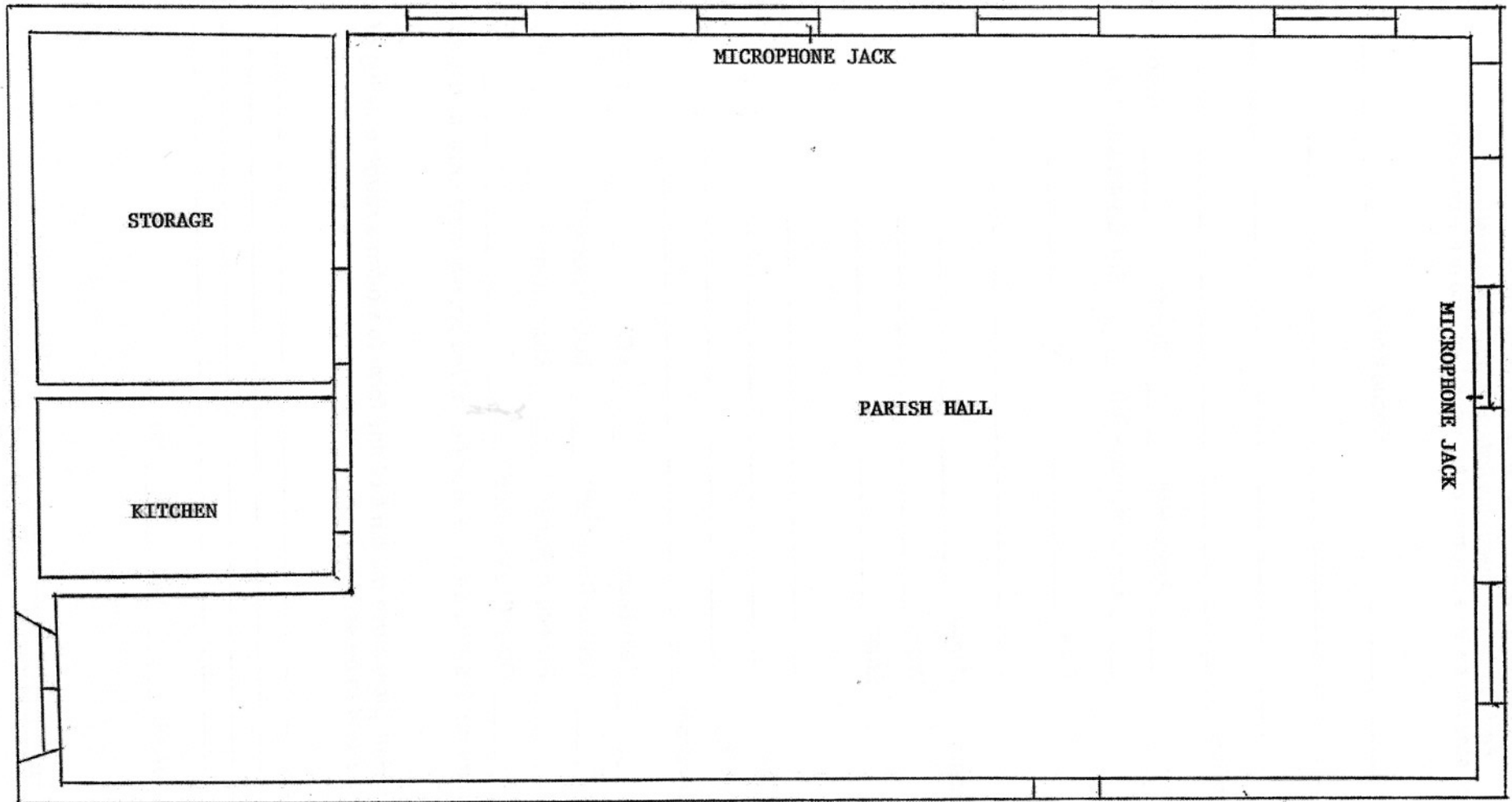
For those using the Parish Hall, please use the back of this form to sketch a rough drawing of the room configuration as you would like it to be set up.

Special Instructions: _____

Will alcohol be served at this event: _____ Yes _____ No

Approved: _____
Parish Manager

Date: _____



MICROPHONE JACK

STORAGE

PARISH HALL

KITCHEN

MICROPHONE JACK

ORDER FORM

PAPER / PLASTICWARE

Please deposit this sheet in the box provided or submit it to the Parish Office. Items needed that are not on this list must be purchased separately and receipts submitted to the Parish Office for reimbursement. We ask that you keep extraneous supplies to a minimum due to our limited storage space. Thank you!

ITEM	QTY NEEDED
10-1/4" Segmented Foam Dinner Plates	
9" Regular Foam Dinner Plates	
6" Foam Snack Plates	
12-oz. Foam Bowls	
16-oz. Cold Cups	
9-oz. Cold Cups	
8-oz. Hot Cups	
5-oz. Juice Cups	
Plastic Knives	
Plastic Forks	
Plastic Spoons	
Napkins	
Creamer	
Stir Straws	
Coffee	
Tea Bags	
Sugar Packets	
Equal Packets	
Plastic Table Runners	

Submitted by: _____

Phone: _____