Saint Elizabeth's Facilities Request Form September 2017-June 2018

Name: _____ Phone: _____

Committee/Group Name: _____E-Mail :_____

Please remember to fill out the setup form which is attached to this form. Also, please address the attached envelope to receive a hard copy in the mail.

Facilities available for scheduling

School Building

Church
Gallery
Elizabeth Room
Gym (Parish Hall)
Cafeteria
St. John Bosco Room (Youth Rm)

Parish Center

St. Francis Room
Amadeus Room
L3 (3 round tables)
L4 (6 round tables)
L5 (large room with DVD player).

Specific Date(s)	Start-Finish Time We allow for set-up.	Facility	Title of Event	Office Use Only 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 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.