

REQUEST FOR USE FORM

Date Submitted _____

By: _____

Phone _____

Event: _____

Date: From: _____

To: _____

Event Time: From: _____

To: _____

Setup Time: From: _____

To: _____

Clean Up Time: From _____

To: _____

Resource (s): _____

Key Pickup _____

Comment: _____

LIST OF RESOURCES

Locations: Sanctuary, Cloister Walk, Narthex, Holy Child Cry Room, Mary Chapel, Friendship Hall, Stage Area, Kitchen, Friendship Hall Meeting Room, Hospitality Suite, Paduan Room, Parking Lot.

Equipment: Long Tables, Metal Chairs, Plastic Chairs, TV, VCR