

# Ministry Annual Calendar Room Use Request Form



Date of Request \_\_\_\_\_

Ministry Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Number of Attendees \_\_\_\_\_ Set-up Time \_\_\_\_\_

Event Start/End Times \_\_\_\_\_ Clean-up \_\_\_\_\_

## Facility/Room Key

Please mark the box next to the facility you would like to request.

- Walsh Palmetto Room
- Social Hall
- Kitchen
- St. John Neumann Wing**
- Mary Queen of Peace
- St. Monica
- St. Juan Diego
- St. Clare
- St. Francis of Assisi

\_\_\_\_\_ ◇ \_\_\_\_\_

- School Library
- Church

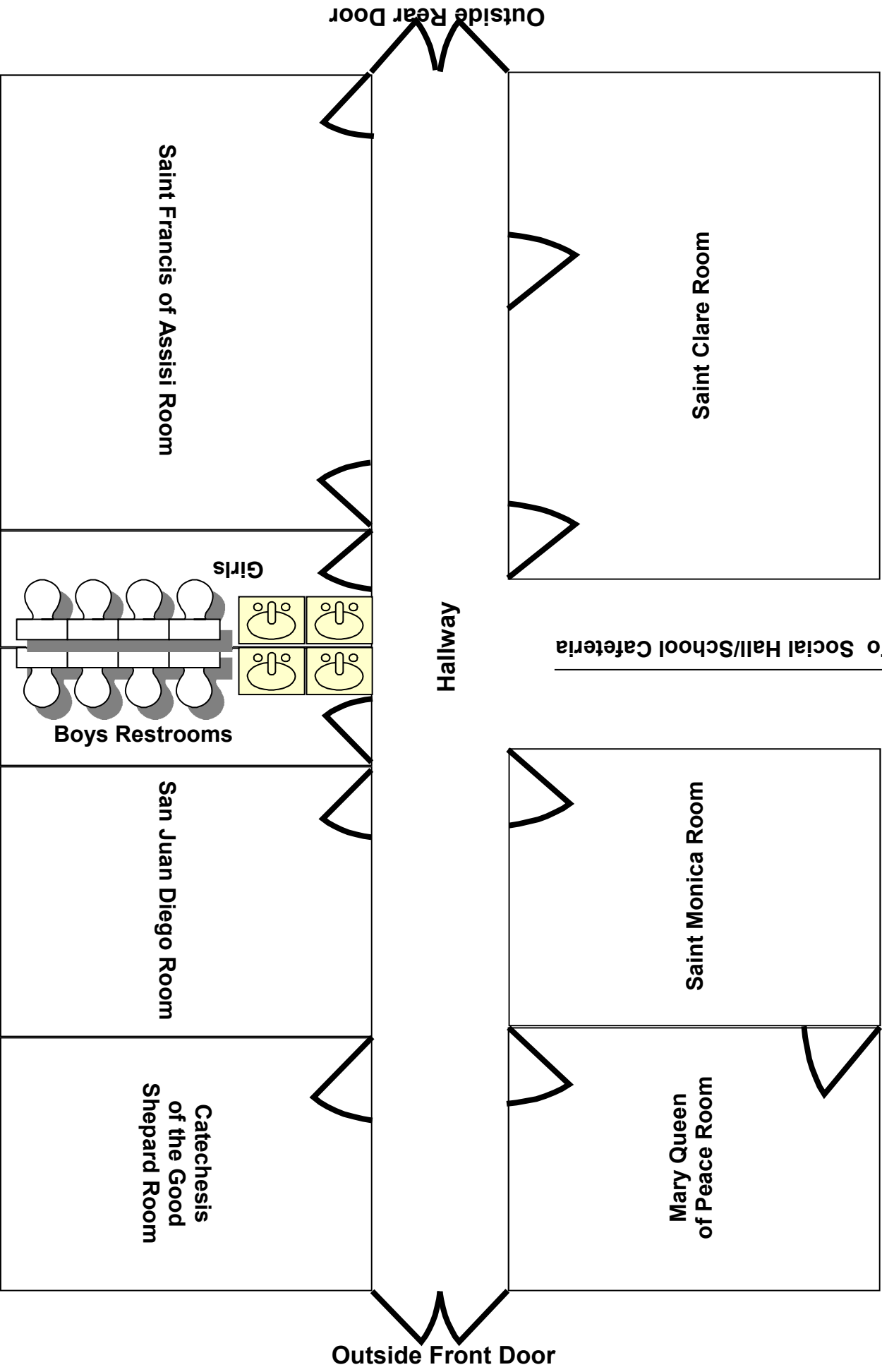
<u>Date</u>	<u>Day of the week</u>	<u>Location</u>	<u>Event</u>
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_____	_____	_____	_____

**Office only:**

Initial Form Processed \_\_\_\_\_

Date \_\_\_\_\_

Email or fax the completed form along with any set up instruction to Karen Widenhouse at [kwidenhouse@stpeters-church.org](mailto:kwidenhouse@stpeters-church.org) or fax number 522-0667. Please note when the campus is closed due to a holiday, there will be no facilities scheduled.



Adult Education Wing