

# One-Time Room Use Request Form



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

Contact/Responsible Person \_\_\_\_\_

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

Group Name \_\_\_\_\_ Number of Attendees \_\_\_\_\_

Table Set-up Needed for Walsh Palmetto Room \_\_\_\_ Yes \_\_\_\_ No

Event Date \_\_\_\_\_ Day of the Week \_\_\_\_\_

Event Start/End Times \_\_\_\_\_

Set-up Time \_\_\_\_\_ Clean-up Time \_\_\_\_\_

## 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

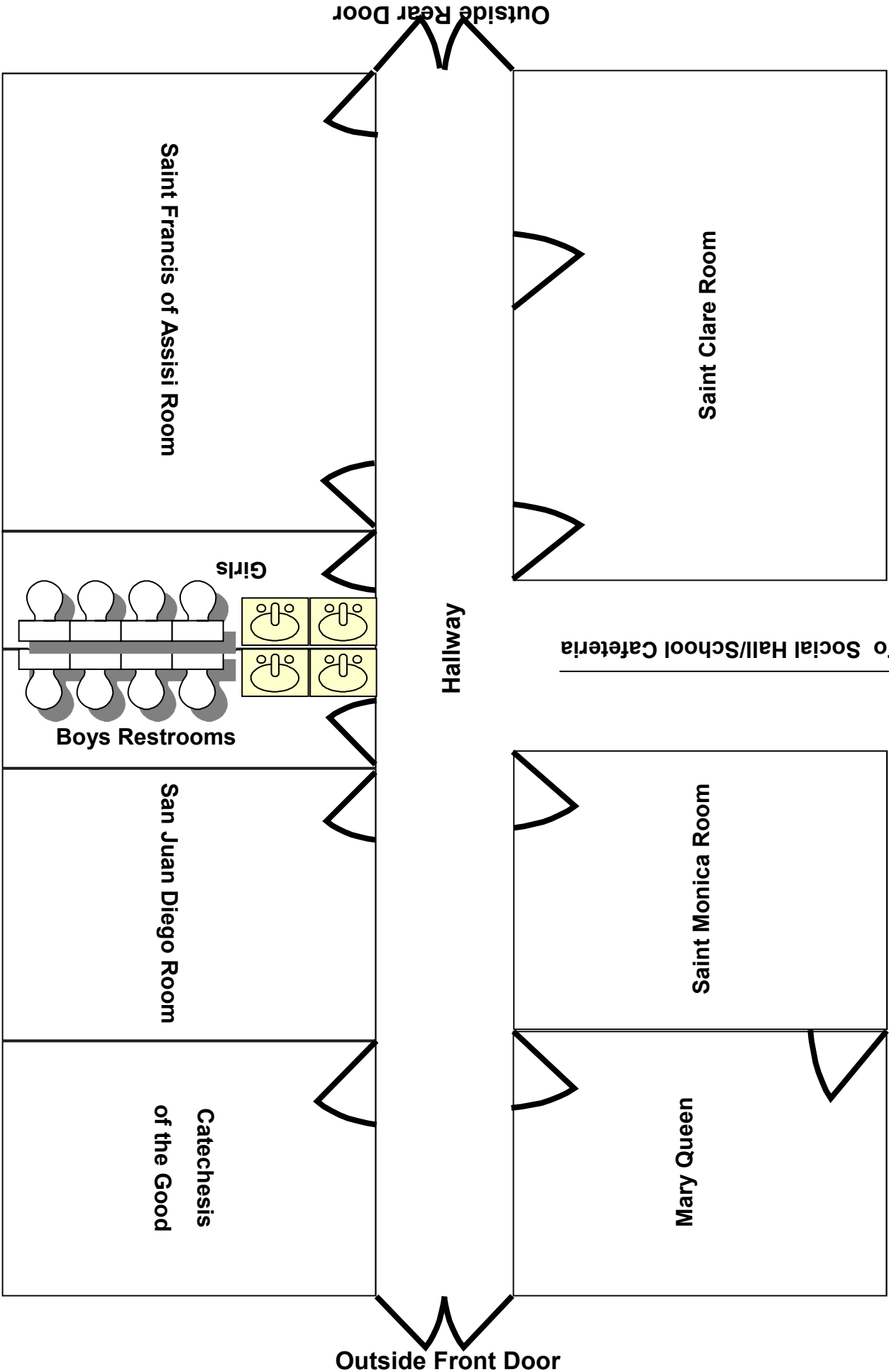
Please use the space below to sketch a set-up diagram, indicating number of tables, chairs, trash containers, etc. that will be needed.

### **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**